SHARP

MODEL

SF-2540

PLAIN PAPER COPIER

OPERATION MANUAL

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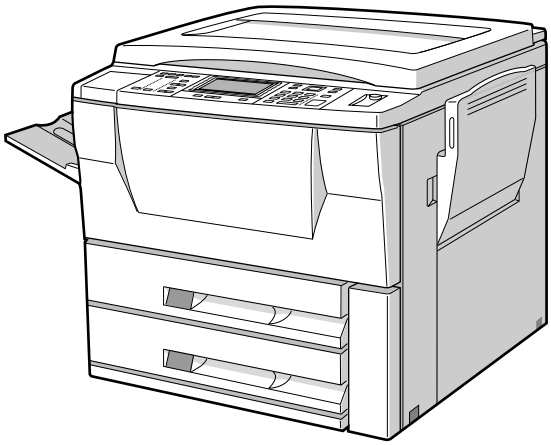

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In some areas, the “POWER” switch positions are marked “I” and “⏻” on the copier instead of “ON” and “OFF”.
The symbol “⏻” denotes the copier is not completely de-energized but in a stand-by condition at this “POWER” switch position.
If your copier is so marked, please read “I” for “ON” and “⏻” for “OFF”.

Caution!
For a complete electrical disconnection, pull out the main plug.
The socket-outlet shall be installed near the equipment and shall be easily accessible.

This equipment complies with the requirements of Directives 89/336/EEC and 73/23/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinien 89/336/EWG und 73/23/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans les directives 89/336/CEE et 73/23/CEE modifiées par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijnen 89/336/EEG en 73/23/EEG, gewijzigd door 93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC og 73/23/EEC med tillæg nr. 93/68/EEC.

Quest’ apparecchio è conforme ai requisiti delle direttive 89/336/EEC e 73/23/EEC, come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ενωσης 89/336/ΕΟΚ και 73/23/ΕΟΚ, όπως οι κανονισμοί αυτοί συμπληρώθηκαν από την οδηγία 93/68/ΕΟΚ.

Este equipamento obedece às exigências das directivas 89/336/CEE e 73/23/CEE, na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de las Directivas 89/336/CEE y 73/23/CEE, modificadas por medio de la 93/68/CEE.

Denna utrustning uppfyller kraven enligt riktlinjerna 89/336/EEC och 73/23/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivene 89/336/EEC og 73/23/EEC i endringen 93/68/EEC.

Tämä laite täyttää direktiivien 89/336/EEC ja 73/23/EEC vaatimukset, joita on muutettu direktiivillä 93/68/EEC.

The CE mark logo label is affixed on an equipment in case that the directives described in the above sentence are applicable to the product. (This sentence is not applicable in any country where the above directives are not required.)

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The ENERGY STAR® guidelines are applied to the products only in Europe, Australia and New Zealand. The products that meet the ENERGY STAR® guidelines carry the logo shown above. The products without the logo may not meet the ENERGY STAR® guidelines.

The Environmental Choice Program guidelines are applied to the products only in Canada.

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INTRODUCTION

The SF-2540 has been designed to give high productivity while offering convenient features.
Amongst its many useful features and functions are dual page copying, erase, margin shift, and an internal auditor. This copier can be equipped with an optional reversing automatic document feeder (RADF) and an optional paper drawer which holds 3,000 sheets of copy paper. The machine can also be equipped with an optional sorter or staple sorter to provide finished copy sets ready for distribution.
The SF-2540 was also designed with ease of use in mind. The easy-to-understand operation panel and INFORMATION function will guide the user through most operations. However, to gain the maximum benefit of all the features of the copier, it is recommended that users first read this manual to become familiar with all the features of the copier.

USING THIS MANUAL

This manual is intended as an operation guide for both general users and key operators.

For General Users

It is recommended that you read the GETTING STARTED and MAKING COPIES sections to become familiar with the available features and functions of the SF-2540. Then refer to the manual as needed to become thoroughly familiar with those features you will normally use.

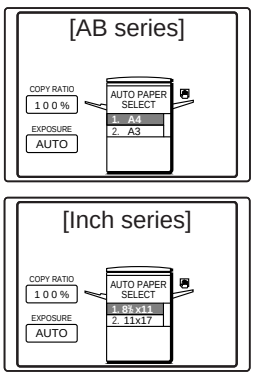
For Key Operators

Please read all sections thoroughly to become familiar with all features and functions of the SF-2540. Throughout the manual, information which is relevant to key operator functions is noted by "★ ***KEY OPERATOR.***" Please pay close attention to these notes and to the SUPPLIES, COPIER TROUBLE?, GENERAL INFORMATION, and OPTIONAL EQUIPMENT sections so you can ensure smooth and efficient operation of your machine.
The KEY OPERATOR'S GUIDE section has been written especially for you. It contains the programs and programming information that will enable you to tailor functions for maximum benefit to your company.

AB series (metric) and inch series references

Both specifications are quoted where applicable.

- The inch series specifications are quoted in brackets.
  For example:
  Page 10, step 3 ---------- B4 or A3 (8-1/2" x 14" or 11" x 17")
  Page 13, step 2-A --------- 86%, 81%, 70%, and 50% (95%, 77%, 64%, and 50%)
- Although AB series size indications are shown in the message display of this manual, inch series indications are displayed on the inch series machines.



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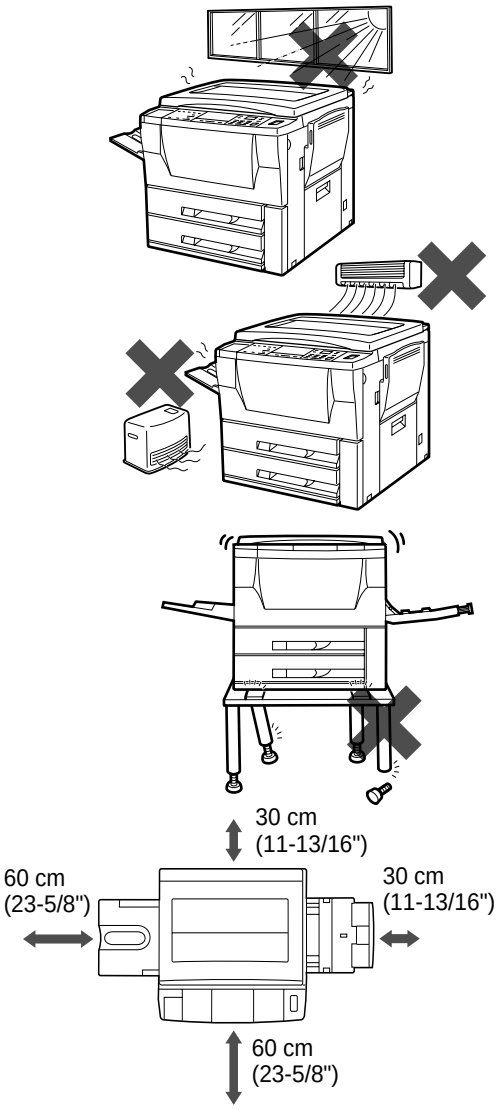
INSTALLATION REQUIREMENTS

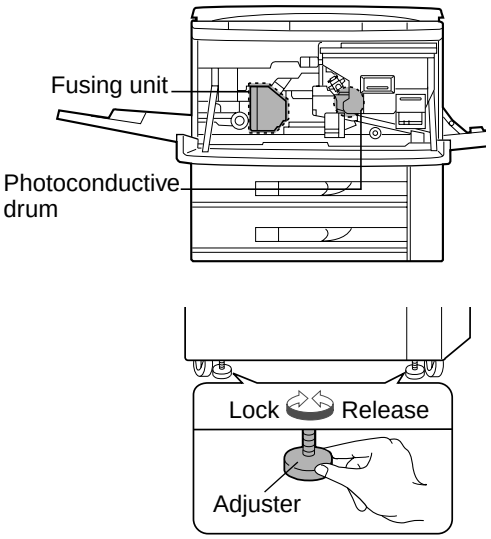
To ensure safety and proper machine performance, please note the following before initial installation and whenever the machine is to be relocated.

1. The copier should be installed near an accessible power outlet for easy connection.
2. Be sure to connect the power cord only to a power outlet that meets the specified voltage and current requirements.
   Also make certain the outlet is properly grounded.
   - For this copier's power supply requirements, see the name plate located on the right hand side at the rear bottom corner of the copier.
3. Do not install the machine where it is:
   - damp or humid,
   - exposed to direct sunlight,
   - extremely dusty,
   - poorly ventilated,
   - subject to extreme temperature or humidity changes (e.g., near an air conditioner or heater).
4. Ensure that the area chosen for the machine location is level.
5. Be sure to allow the required space around the machine for servicing and proper ventilation.



CAUTIONS

1. Do not touch the photoconductive drum. Scratches or smudges on the drum will cause dirty copies.
2. The fusing unit is extremely hot. Exercise care in this area.
3. Installation adjusters are provided on the optional stand/3000-sheet paper drawer or stand/500-sheet paper drawer.
   When moving the machine with the optional stand/3000-sheet paper drawer or stand/500-sheet paper drawer, be sure to raise the installation adjusters. After moving the machine, lower the installation adjusters until they reach the floor to lock the machine in place.



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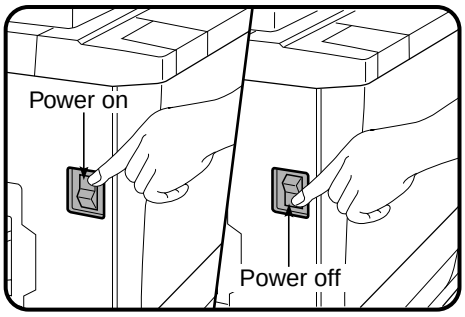
POWER ON AND OFF



The power switch is located on the left side of the copier. When the power switch is turned to the "ON" position, the message "**WARMING UP. PLEASE WAIT.**" will appear in the message display. Warming up takes about 100 seconds. Once the copier is ready, the message display will change to "**READY TO COPY.**", and the START key indicator will light up, indicating that copying is possible.
If the copier has been programmed in the auditing mode, the message "**ENTER YOUR ACCOUNT NUMBER. -----**" will appear after warming up. Once a valid account number has been entered, the message will change to "**READY TO COPY.**" and the START key indicator will light up.

Power save modes

The copier has two power save modes to reduce overall power consumption and thereby reduce the cost of operation and to conserve natural resources to help reduce environmental pollution. The two power save modes are preheat mode and auto power shut-off mode.

★ ***KEY OPERATOR***

The preheat activation time and the auto power shut-off time have been preset at the factory to 15 min. for preheat mode and 60 min. for auto power shut-off mode. These times can be changed as described in the key operator's guide section. It is suggested that you set appropriate times according to the actual usage of the copier.

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The Environmental Choice Program guidelines are applied to the products only in Canada.

Auto power shut-off mode

If the auto power shut-off mode is enabled, the copier will automatically turn off the power once a programmed length of time has elapsed without any copier operation after the last copy of a run is made or the power is first turned on. The power switch will automatically be turned to the "OFF" position.
To turn the power back on, simply turn the power switch to the "ON" position.

★ ***KEY OPERATOR*** ***See page 87 for setting the auto power shut-off timer. See page 96 for enabling or disabling the auto power shut-off mode.***

Preheat mode

The copier will enter the mode once the set time has elapsed without any copier operation after the last copy of a run is made or power is turned on. When the copier enters the preheat mode, the message "**PREHEAT MODE. PRESS ANY KEY ON THE OPERATION PANEL TO RESTORE THE COPIER TO "READY TO COPY".**" will appear.
In this condition, the fuser in the copier is maintained at a lower heat level thereby saving power. The preheat level is, however, high enough to allow the copier to come to a ready condition or begin copying approximately 30 seconds after any key input is made.
To copy from the preheat mode, make desired copier selections and press the START key using the normal copying procedure.

★ ***KEY OPERATOR*** ***See page 91 for information on setting the preheat mode.***

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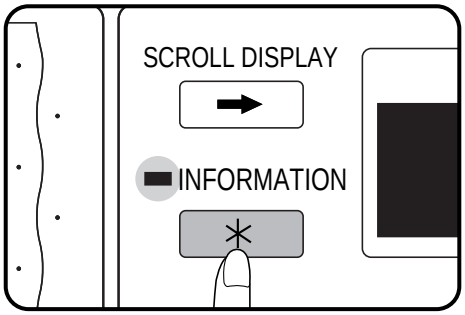
INFORMATION FUNCTION

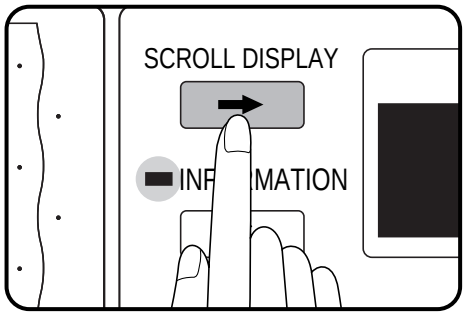
The information function provides a quick reference guide to the use of the various features and functions of this copier. The information mode can be entered when the copier is in the standby mode.
The symbol (➡) may appear at the end of a message indicating that the SCROLL DISPLAY key should be pressed to display additional information.



1 Press the INFORMATION (✳) key in the standby mode.

- The following message will appear.

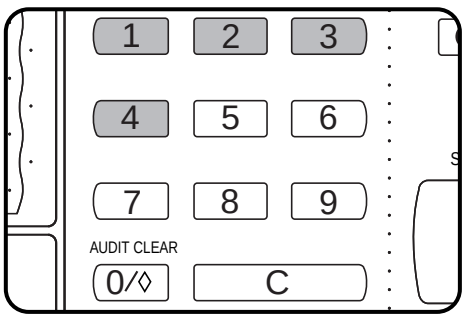
```
INFORMATION
FOR MORE INFORMATION, PRESS THE ➡ KEY.
TO EXIT THE INFORMATION MODE, PRESS THE ✳ KEY.
```



2 Press the SCROLL DISPLAY (➡) key.

- The following message will appear.

```
SELECT FEATURE OF INTEREST.
 1.DUPLEX          2.DOCUMENT FEEDER
 3.SORTER          4.OTHER FEATURES
```



3 Select the feature you would like to know about by pressing a number from 1 through 4 using the 10-key pad.

- If selection 1, 2 or 3 is made, information about that feature will appear.
- If selection 4 is made, a selection display for other features will appear. Use the 10-key pad to select a feature. If you press the SCROLL DISPLAY key, the second selection display for other features will appear.
- To exit the INFORMATION mode, press the INFORMATION (✳) key again.

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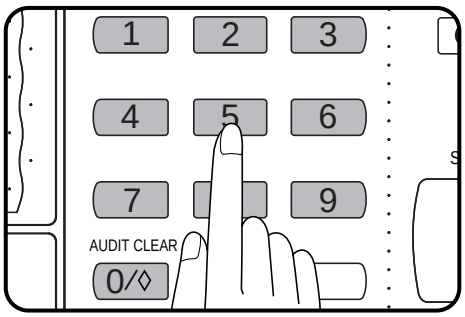
AUDITING ACCOUNTS

If this copier has been programmed in the auditing mode, it will not function until an assigned 5-digit account number has been entered.
★ ***KEY OPERATOR*** ***See page 82 for setting the auditing mode.***



The initial status of the message display will be:

```
ENTER YOUR ACCOUNT NUMBER.        -----
```

- Enter your account number using the 10-key pad.
- As each digit is entered, the dashes in the display will change to asterisks.

If account limit (key operator program P16) is set, the following message will appear after the number is entered.

```
ACCOUNT STATUS:    COPIES MADE  000,000
                   COPIES REMAINING  000,000
```

- The message will be displayed for several seconds, then change to the following message.

```
READY TO COPY.
WHEN COPYING IS FINISHED, PRESS THE
AUDIT CLEAR KEY.
```

- In the interrupt copy mode (see page 22), the following message will appear instead of the message above.

```
READY TO COPY.
WHEN COPYING IS FINISHED, PRESS THE
INTERRUPT KEY.
```

NOTE:
If an unassigned number is entered, the message display will show "**ENTER YOUR ACCOUNT NUMBER.-----**", indicating that the number was not accepted.
When key operator program P18 is set:
If an unassigned number is entered three successive times, the copier will not accept another number for one minute, and the following message will appear.

```
PLEASE SEE YOUR KEY OPERATOR FOR
ASSISTANCE.
```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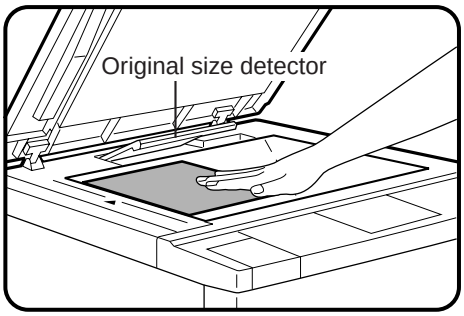
NORMAL COPYING

Use the document glass for copying single originals and bound documents. If an optional reversing automatic document feeder (RADF) is installed, multipage documents can be copied automatically. See page 49.

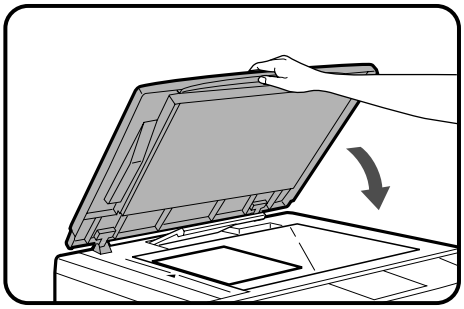
- Image loss (max. 4 mm (5/32")) can occur at the leading and trailing edges of the copies.

One-sided copying



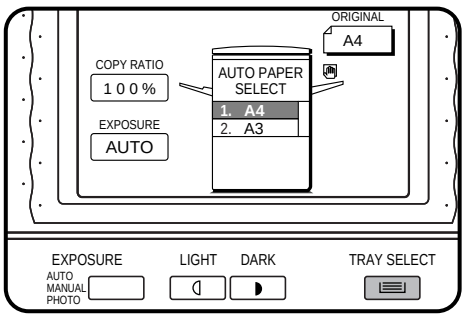
1 **Open the document cover and place an original face down on the document glass, using the centring scale to position it.**

NOTE:
Do not place objects under the original size detector, because they may damage it.



2 **Close the document cover.**

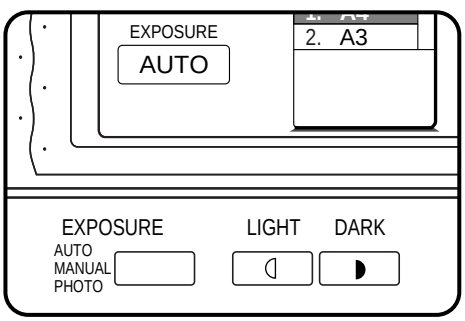
- The original size will be detected and indicated in the message display.



3 **Ensure that the desired paper tray is selected.**

- Paper matching the size of the original will be automatically selected when the auto paper select function is enabled. To copy onto paper of a different size, press the TRAY SELECT key. (216 mm x 330 mm (8-1/2" x 13") size paper is regarded as B4 (8-1/2" x 14") size.)
- The auto paper select function can be disabled using a key operator program. If this function is disabled, use the TRAY SELECT key to select the desired paper tray.

★ ***KEY OPERATOR*** ***See page 93 to enable or disable the auto paper selection.***



4 **Adjust the copy density.**

- This copier has three selectable exposure modes – AUTOMATIC, MANUAL and PHOTO.
- Automatic exposure is the standard initial setting for this copier. In this mode, the characteristics of the original are "read" by the exposure system and adjustments are automatically made. This optimizes the contrast of the copied images by reducing the effect of coloured or shaded background areas.

★ ***KEY OPERATOR*** ***See page 87 to adjust the automatic exposure level.***

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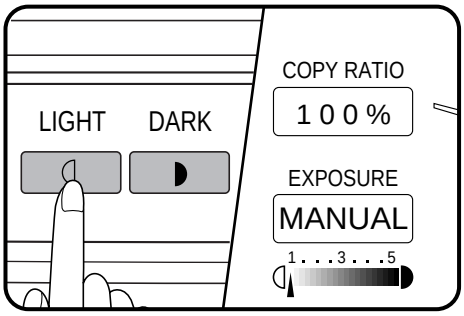
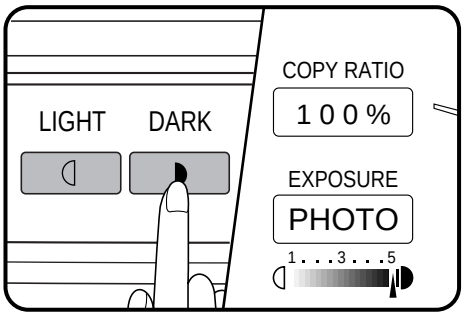
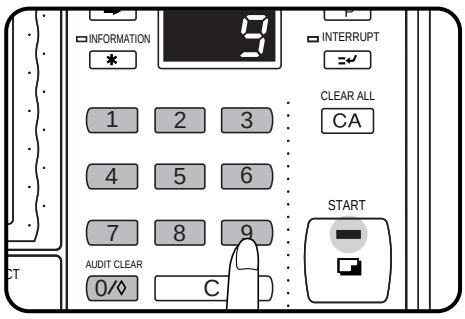


- For manual copy density adjustment, press the EXPOSURE key to select MANUAL and adjust with the LIGHT and DARK keys as desired.

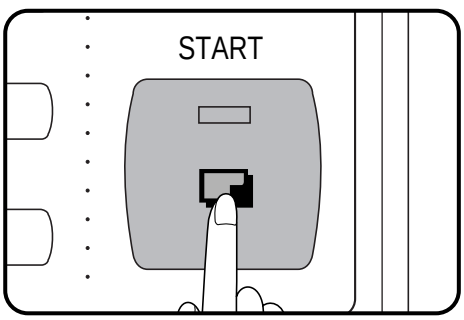


- For photographs, select PHOTO and then adjust with the LIGHT and DARK keys as desired.



5 Use the 10-key pad to enter the desired number of copies.

- The number will be shown in the copy quantity display.
- A single copy can be made with the initial setting, i.e., when “0” is displayed.
- Use the clear (C) key to cancel an entry if a mistake is made.



6 Press the START key.

- The number in the copy quantity display will decrease by 1 each time a copy is made.
- To cancel a copy run, press the CLEAR ALL (CA) key. Copying will stop and the number in the copy quantity display will be reset to 0.
- To repeat the same copy sequence for a different original, simply replace the original and press the START key.

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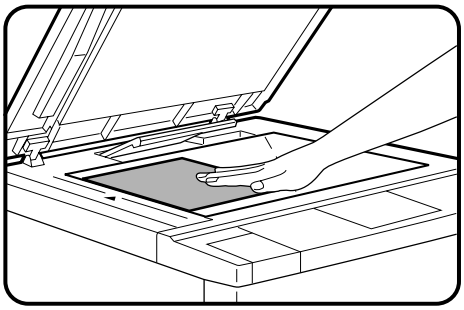
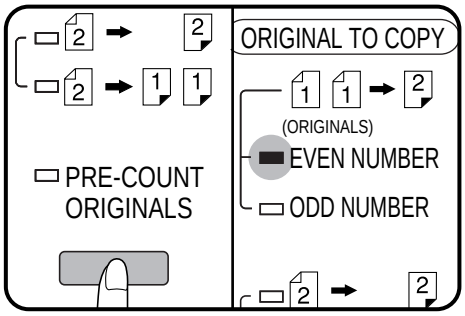
Two-sided copying with optional duplex module

Two-sided copies can be made by pressing the ORIGINAL TO COPY key when an optional duplex module is installed.

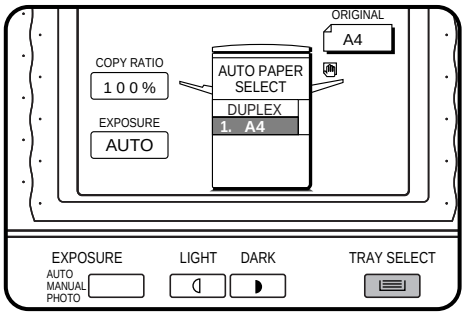


1 **Place the first original face down on the document glass and close the document cover.**



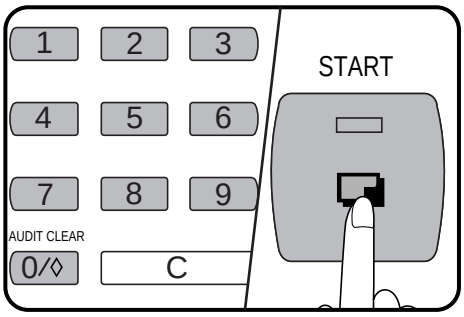
2 **Press the ORIGINAL TO COPY key to select EVEN NUMBER.**

- ODD NUMBER copying is only possible when copying from an optional reversing automatic document feeder (RADF). (See page 50 for details.)



3 **Ensure that the desired paper tray is selected.**

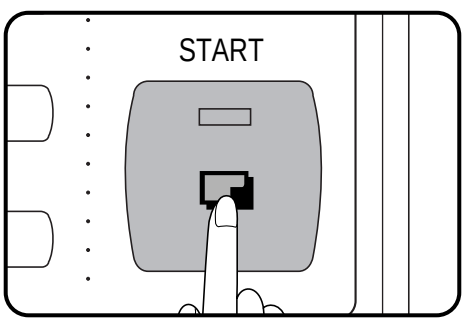
- Paper sizes that can be used in the duplex mode are A5, A4, A4R, B4, and A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", and 11" x 17").
  In some regions, 216 mm x 330 mm (8-1/2" x 13") size can be used additionally.



4 **Enter the number of copies.**

- The maximum number of copies in the duplex mode is 50 for A5, A4, and A4R (8-1/2" x 11" and 8-1/2" x 11"R), and 30 for the other paper sizes.

5 **Press the START key.**



6 **Place the second original and press the START key again to copy onto the other side.**

- To stop a copy run during duplex copying, press the clear (C) key. To resume copying, press the START key. To cancel copying, press the CLEAR ALL (CA) key and manually remove any copies remaining in the duplex module following the procedure for removing misfed paper from the duplex module. (See page 35.)
- To cancel the duplex mode, press the ORIGINAL TO COPY key until the indicators in the ORIGINAL TO COPY section all go out.

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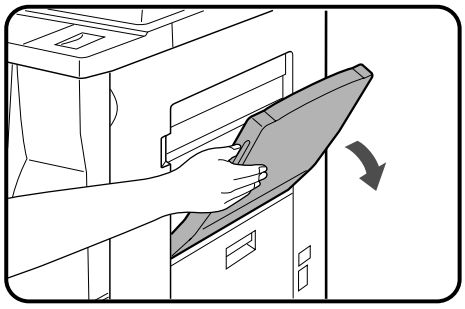
USING THE MANUAL FEED TRAY (special paper)

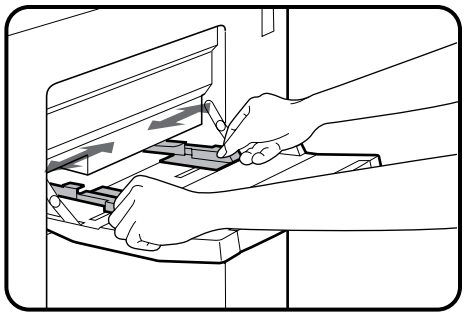
The manual feed tray is used to copy onto transparency film, labels, tracing paper, and other special purpose papers. Up to 50 sheets of standard copy paper can be set in the manual feed tray.

- Automatic duplex copying will not work when a non-standard sized paper is used. If a duplex copying mode is selected and a non-standard sized paper is used from the manual feed tray, the corresponding one-sided mode will be selected automatically when the START key is pressed. (Automatic duplex copying can be performed only when an optional duplex module is installed.)



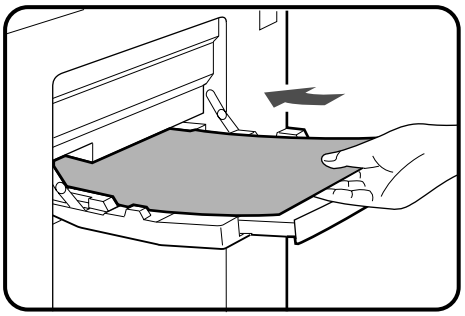
1 **Place the original face down on the document glass and close the document cover.**

2 **Open the manual feed tray.**



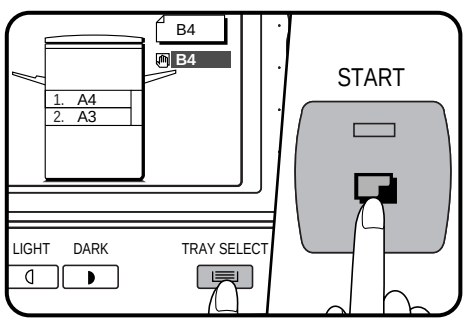
3 **Set the manual feed tray guides to the width of the copy paper.**

- Be sure to extend the tray when feeding B4 or A3 (8-1/2" x 14" or 11" x 17") sized paper.



4 **Insert the copy paper all the way into the manual feed tray.**

- Transparency film, labels, tracing paper, and other special purpose papers must be fed individually.
- Up to 50 sheets of standard copy paper measuring from A5 to A3 (5-1/2" x 8-1/2" to 11" x 17") can be loaded into the manual feed tray.
- For automatic two-sided copying of A5 paper (when an optional duplex module is installed), position the side guides against the copy paper's longest side.
- A6 size paper must be fed narrow side into the feed slot and must be fed individually.
- When adding paper, first remove remaining paper, combine it with the paper to be added and then reload as a single stack.



5 **Use the TRAY SELECT key to select the manual feed tray.**

6 **Leave the copy quantity at 0 if using special papers. Enter the number of copies if using standard copy paper.**

7 **Press the START key.**

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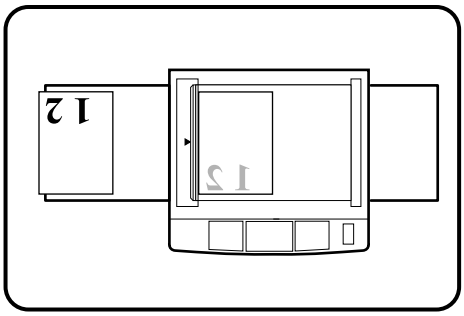
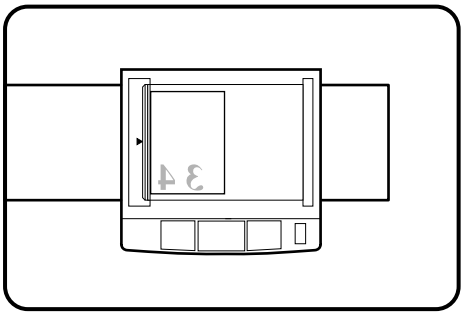
Two-sided copying with manual feed tray

Two-sided copies can be made using the manual feed tray.



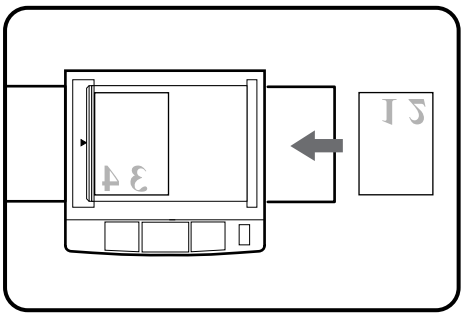
1 **Place the first original face down on the document glass and make a copy.**

- The first side of the copy can be made using any of the paper feed stations.



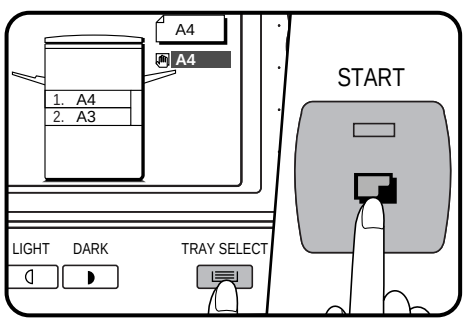
2 **Replace the first original with the second original and close the document cover.**

- Make sure the first and second originals are oriented in the same way on the document glass.



3 **Turn the first copy over without changing its top-bottom orientation and place it into the manual feed tray.**

- Be sure to feed the copies one sheet at a time.



4 **Use the TRAY SELECT key to select the manual feed tray.**

5 **Press the START key.**

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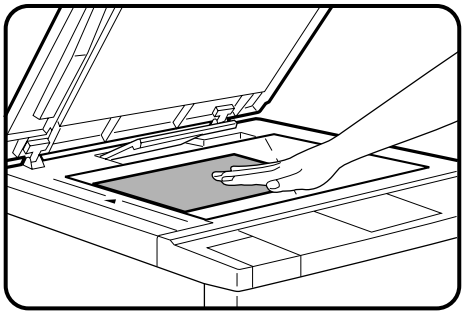
REDUCTION/ENLARGEMENT/ZOOM

Reduction and enlargement ratios can be selected either automatically with the AUTO IMAGE key or manually with the reduction ( ) key, enlargement ( ) key, or ZOOM keys. The zoom function enables precise copy ratio selection from 50% to 200% in 1% increments.

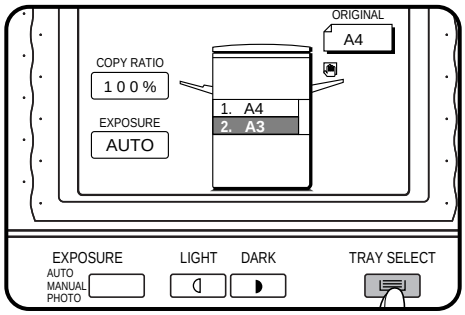
★ ***KEY OPERATOR*** ***One extra preset copy ratio for reduction or enlargement can be added. See page 88.***

Automatic



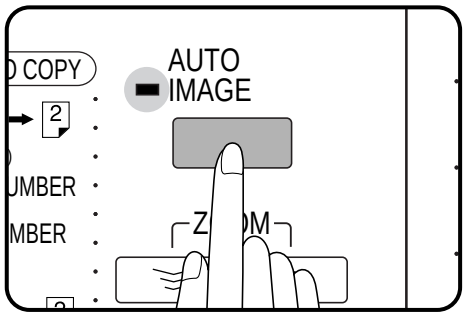
1 **Place the original on the document glass and close the document cover.**

- The original size will be detected and indicated in the message display.



2 **Use the TRAY SELECT key to select the paper tray with the desired paper size.**

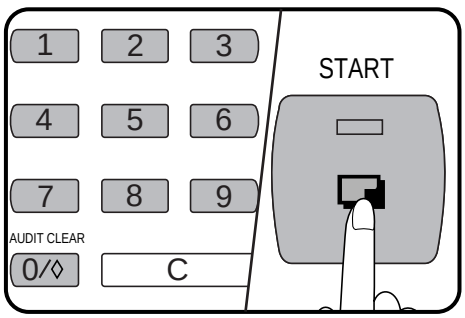
NOTE:
This feature will not work when original or copy paper is of non-standard size.



3 **Press the AUTO IMAGE key.**

- The best reduction or enlargement ratio for the selected paper size will be automatically set.
- If the size and orientation of the original do not correspond to standard reduction/enlargement ratios for the selected paper tray, then the following message will appear to indicate how the original should be placed.

```
ROTATE ORIGINAL 90° FROM  TO .
```



4 **Enter the desired number of copies.**

5 **Press the START key.**

- To cancel the automatic reduction/enlargement mode, press the 100% key.

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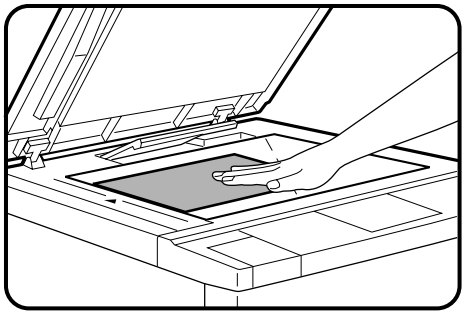
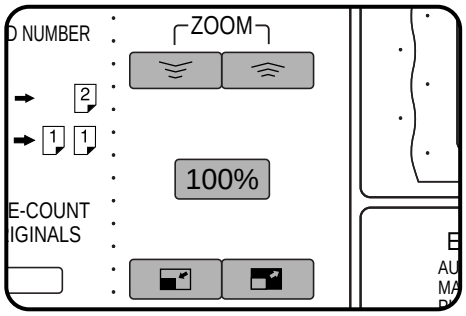
Manual



1 **Place the original face down on the document glass and close the document cover.**



2 **Use the reduction ( ), enlargement ( ) and ZOOM keys to set the desired copy ratio.**

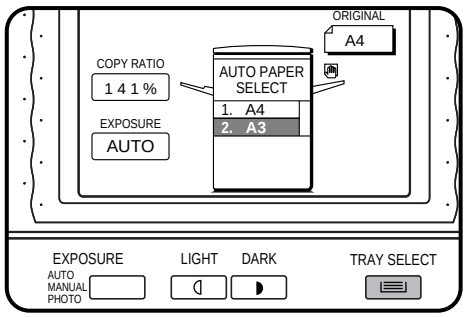
A. Preset reduction ratios are: 86%, 81%, 70%, and 50% (95%, 77%, 64%, and 50%).

B. Preset enlargement ratios are: 115%, 122%, 141%, and 200% (121%, 129%, 141%, and 200%).

C. Zoom ratios: Any ratio from 50% to 200% can be set in 1% increments.

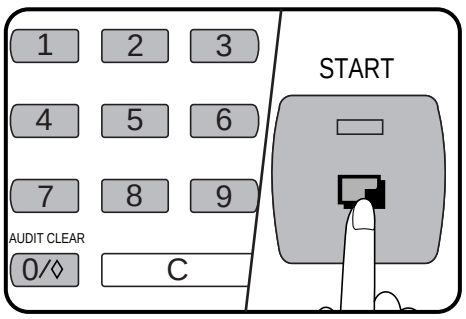
- Press the reduction ( ) key or enlargement ( ) key to set the approximate ratio, then press the key to decrease the ratio or the key to increase the ratio.
- To decrease or increase the zoom ratio rapidly, press and hold the or key. However the value will stop at the preset reduction or enlargement ratios. To move beyond these ratios, release the key and then press and hold it again.

D. Same-size copying: Press the 100% key to reset the copy ratio to 100%.



3 **Ensure that the desired tray is selected.**

- If the AUTO PAPER SELECT mode is on, the appropriate copy paper size will have been automatically selected based on the original size and selected copy ratio.
- If a tray of the required size is not installed, use the manual feed tray and press the TRAY SELECT key to select the manual feed tray.



4 **Enter the desired number of copies.**

5 **Press the START key.**

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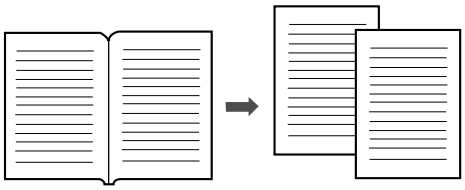
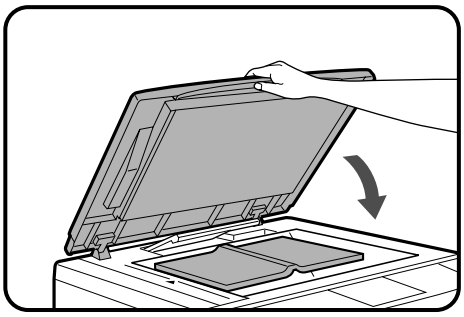
DUAL PAGE COPYING

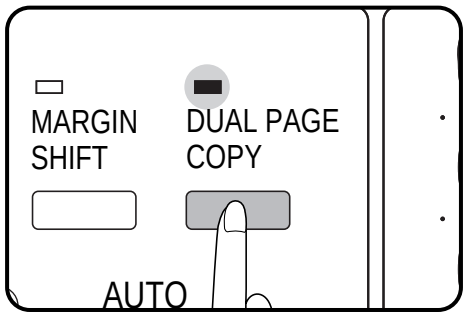


The DUAL PAGE COPY feature produces separate copies of two documents placed side by side on the document glass. It is especially useful when copying books and other bound documents and can be used with the MARGIN SHIFT feature. If an optional duplex module is installed, this feature can also be used with two-sided copying.



1 **Place the originals on the document glass with the centre of the two pages aligned with the paper size index A4 (8 1/2). Close the document cover.**

- Set the page to be copied first on the left part of the document glass.

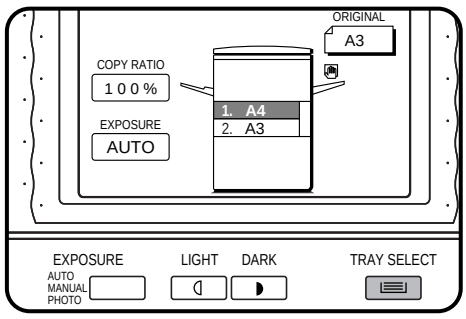


2 **Press the DUAL PAGE COPY key.**

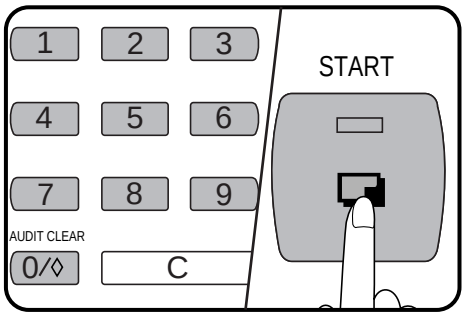
- The message "**DUAL PAGE COPY. USE DOCUMENT GLASS.**" will be displayed.
- A4 (8-1/2" x 11") sized copy paper will be automatically selected.
  If A4 (8-1/2" x 11") copy paper is not loaded, the following message will appear.

LOAD A4 PAPER.

- To leave a binding margin on the copy, press the MARGIN SHIFT key. See page 17. The MARGIN SHIFT feature applies only to the left page on the document glass.
- To erase shadows caused by document binding, use the ERASE feature. See next page.
- To perform two-sided copying when an optional duplex module is installed, use the ORIGINAL TO COPY key to select EVEN NUMBER.



3 **Ensure that the desired tray is selected.**



4 **Enter the desired number of copies.**

5 **Press the START key.**

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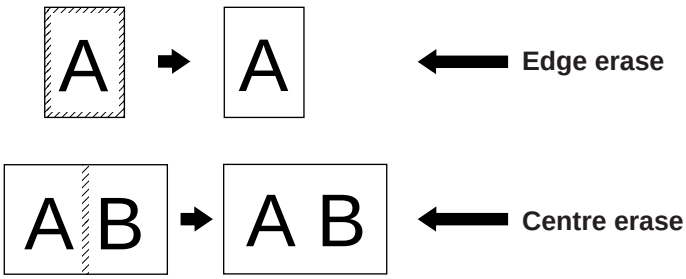
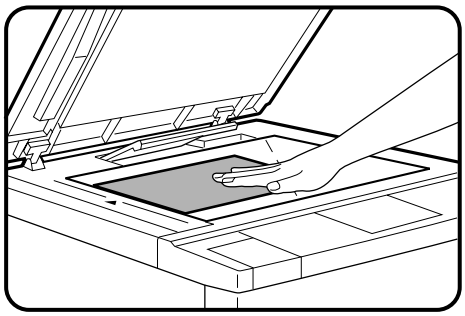
ERASE

This copier has an edge erase mode and a centre erase mode.

- Edge erase can be used to eliminate shadow lines around the edges of copies caused when thick paper or a book is used as an original.
- Centre erase can be used to eliminate the shadow produced by the bindings of bound documents.

★ ***KEY OPERATOR*** ***The width for edge erase and centre erase can be changed. See page 89. The initial setting of the erase feature can also be changed. See page 91.***

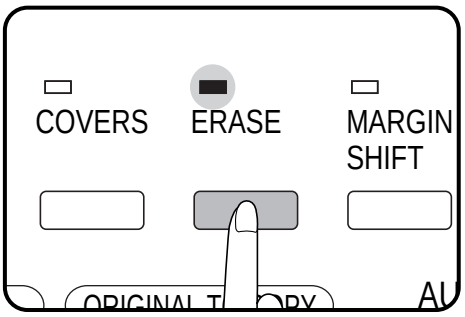




1 Place the original face down on the document glass and close the document cover.

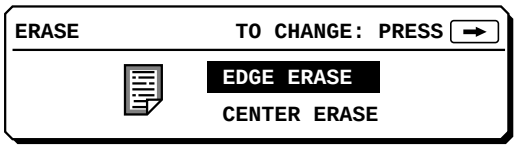
- If an optional reversing automatic document feeder is installed, you can place the originals face up in the document feeder tray.

NOTE:
When the optional document feeder is used, the width for edge erase and centre erase will vary with the copy ratio. However, when the document glass is used, the width will be constant.



2 Press the ERASE key.

- The following message will appear for several seconds.



- "EDGE ERASE", "CENTRE ERASE", or both are highlighted depending on the setting made using key operator program P43.
- Then the message will change to the following.

```
READY TO COPY.
SPECIAL MODE SELECTED.
TO CHANGE: PRESS → KEY.
```

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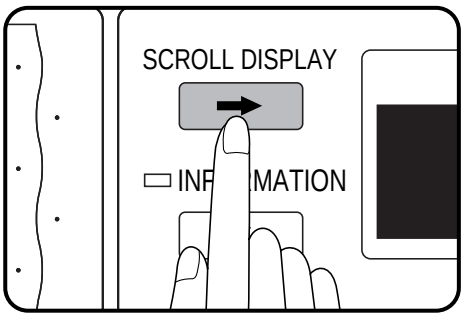
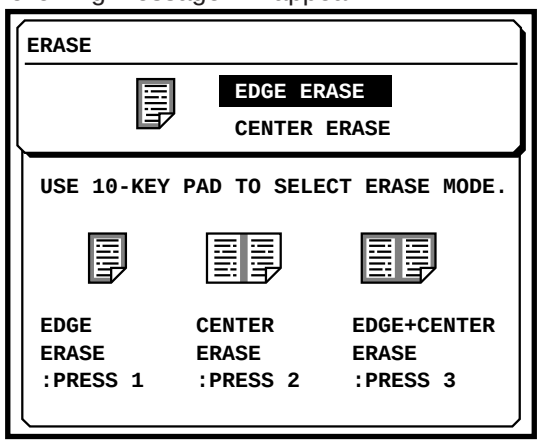
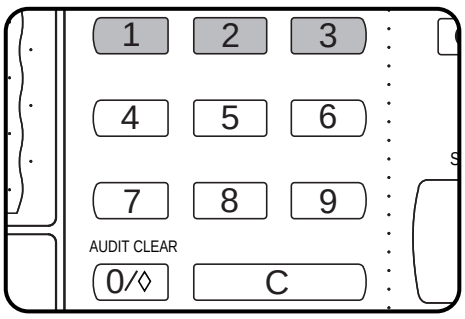


3 If you want to change the erase mode, press the SCROLL DISPLAY key.

- The following message will appear.

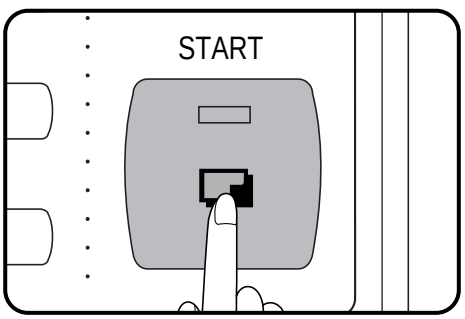


- If a MARGIN SHIFT mode is used together with an ERASE mode, a selection display for the MARGIN SHIFT and ERASE modes will appear. Press 2 on the 10-key pad to select ERASE.



4 Select the desired erase mode using the 10-key pad.

- The selected erase mode will return to the initial setting when the ERASE key is pressed again.



5 Make all other desired copier selections and press the START key.

- The ERASE feature will work only when standard size copy paper is used.
- When using the document glass, the area to be erased is simply a specified portion of the copy paper. By repositioning the original, the portion of it which falls within the area to be erased can be shifted.
  When using an optional document feeder, the original is always fed to the same position on the document glass, so the area to be erased is fixed.

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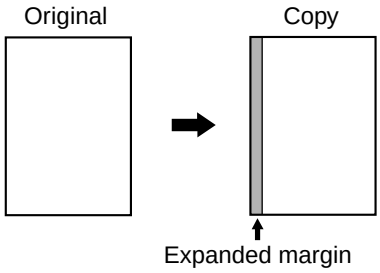
MARGIN SHIFT

The MARGIN SHIFT feature, in its initial setting, automatically shifts the text or image to the right on one-sided copies. If two-sided copying is made possible by using an optional duplex module, the image is shifted to the right on the front side of copies and to the left on the second side. Shift direction can be changed in the manner described below in steps 3 through 5.

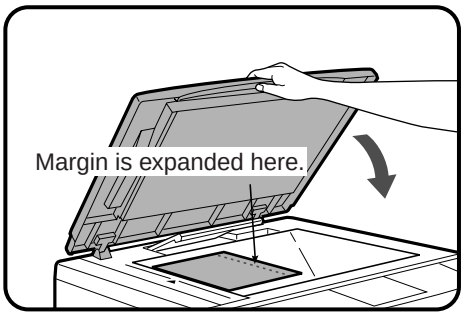
- The standard shift amount setting is 9 mm (1/4"), but can be changed to 0 mm, 3 mm, 6 mm, 12 mm, or 15 mm (0", 1/8", 3/8", 1/2", or 5/8") as desired.

★ ***KEY OPERATOR*** ***The initial shift setting can be changed to 0 mm, 3 mm, 6 mm, 9 mm, 12 mm, or 15 mm (0", 1/8", 1/4", 3/8", 1/2", or 5/8"). See page 89. Shift direction change can be disabled. See page 91.***

NOTE:
The front side and second side are referred to as “SIDE 1” and “SIDE 2” respectively in the message display.

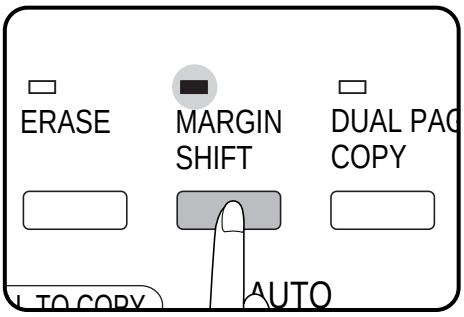


(Initial setting:
copy image shifted to the right)



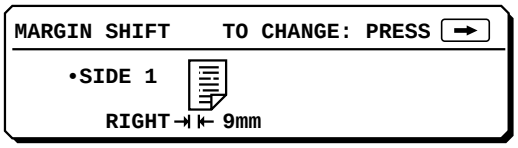
1 Place the original face down on the document glass and close the document cover.

- If an optional reversing automatic document feeder is installed, you can place the originals face up in the document feeder tray.



2 Press the MARGIN SHIFT key.

- The following message will appear for several seconds.



- If an optional duplex module is installed and a two-sided copying mode is selected, the margin shift selection for the second side will also be displayed.
- Then the message will change to the following.

```
READY TO COPY.
SPECIAL MODE SELECTED.
TO CHANGE: PRESS → KEY.
```

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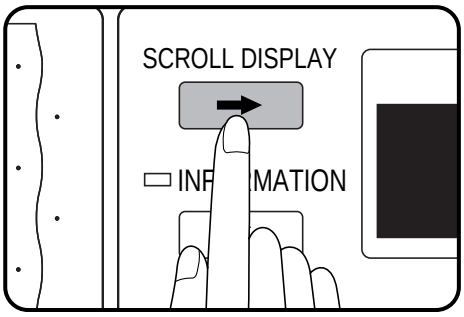
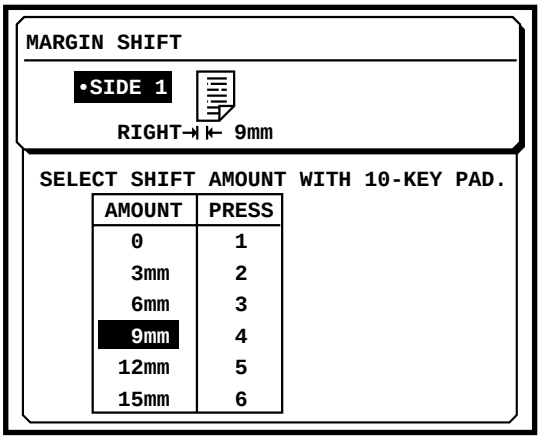
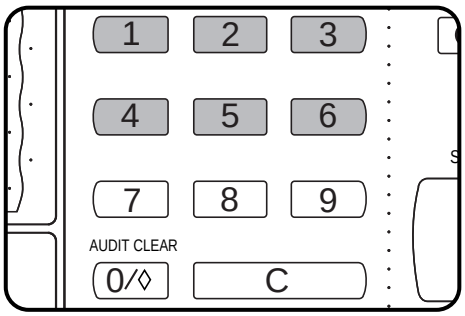


3 If you want to change the shift amount and/or shift direction, press the SCROLL DISPLAY key.

- The following message will appear.

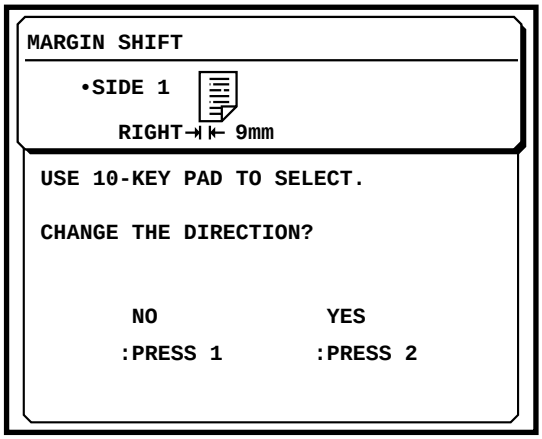


- If an ERASE mode is used together with a MARGIN SHIFT mode, a selection display for the MARGIN SHIFT and ERASE modes will appear. Press 1 on the 10-key pad to select MARGIN SHIFT.
- If an optional duplex module is installed and a two-sided copying mode is selected, the margin shift selection list for the second side will also be displayed.



4 Select the desired shift amounts using the 10-key pad.

- Select the margin shift amount for the front side. Then, if an optional duplex module is installed and a two-sided copying mode is selected, select the margin shift amount for the second side.
  The selected shift amounts will be highlighted.
- To correct an entry error, press the SCROLL DISPLAY key.
- The following message will appear after the selection of a margin shift amount if shift direction change has been enabled with key operator program P42.



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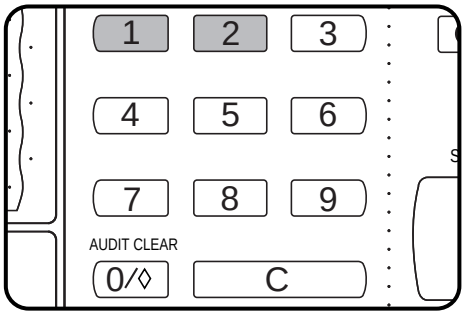
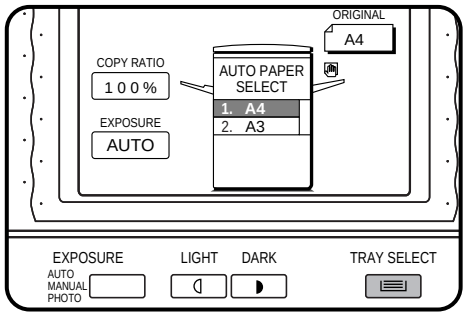
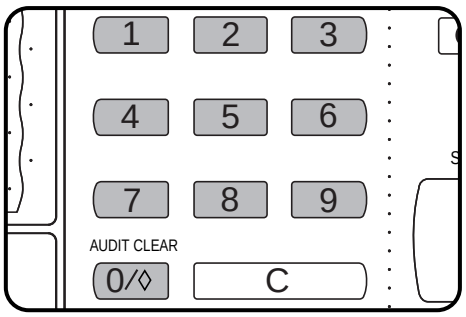


5 Select the shift direction using the 10-key pad.

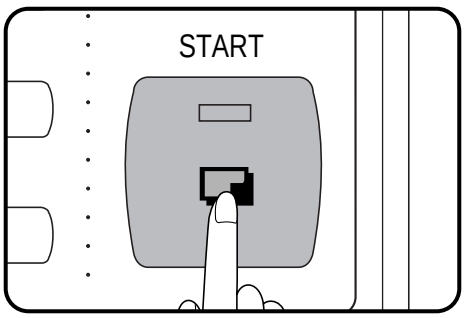
- Selected shift amounts and shift direction will return to the initial settings when the MARGIN SHIFT key is pressed again.



6 Ensure that the desired paper tray is selected.



7 Enter the desired number of copies.



8 Press the START key.

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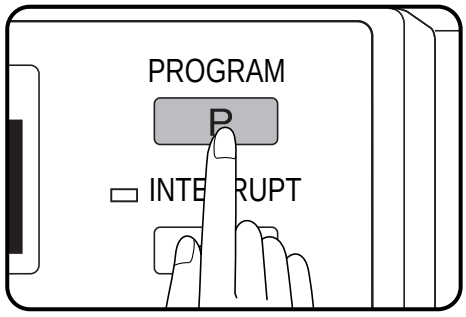
JOB MEMORY

Frequently used job programs can be stored in one of nine storage registers. This is convenient for quick job recall without losing time manually reprogramming each aspect of the job.

- Settings for the following functions can be stored in job memory: original to copy mode, reduction/enlargement/zoom, auto image, same-size copying, exposure adjustments, erase, margin shift, dual page copying, covers (only if an optional reversing automatic document feeder is installed), tray select, and sort or staple sort mode (only if an optional sorter or staple sorter is installed).

★ ***KEY OPERATOR Job memory replacement/deletion can be prohibited. See page 94.***

Storing a job program

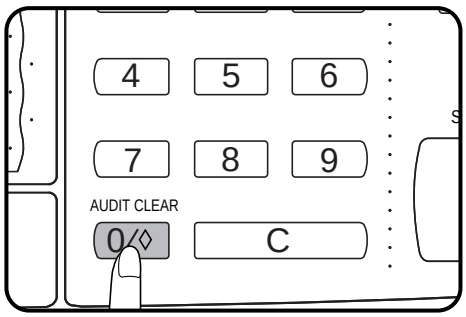


1 **Press the PROGRAM key.**

- The following message will appear.

```
TO RECALL A PROGRAM, PRESS PROGRAM
NUMBER: 1, 2, 3, 4, 5, 6, –, –, –
TO STORE OR DELETE PROGRAMS, PRESS 0.
```

- The numbers which appear in the display are program numbers which have been used. The dashes in the display show unused program numbers.

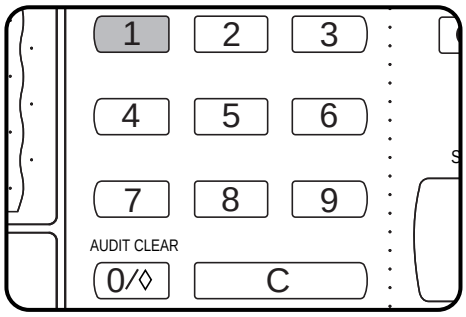


2 **Press the 0 key.**

- The following message will appear.

```
USE 10-KEY PAD TO SELECT MODE.
 1.STORE          2.DELETE
```

- To cancel the job memory mode, press the CLEAR ALL (CA) key.



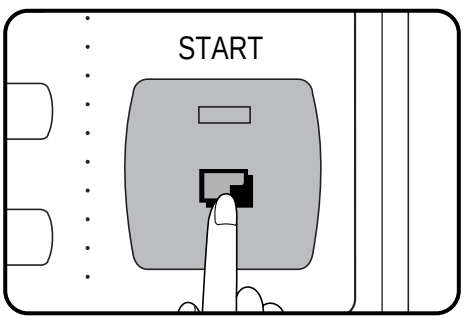
3 **Press key 1 on the 10-key pad.**

- The following message will appear.

```
TO STORE : PRESS ANY KEY FROM 1 TO 9.
THEN MAKE COPIER SELECTIONS AND PRESS
THE START KEY.
```

4 **Select a program number from 1 to 9 using the 10-key pad.**

- If a program number which has been used is entered, the existing stored program will be replaced by the new program when the START key is pressed.



5 **Make all copier selections to be stored.**

6 **Press the START key to complete the storage.**

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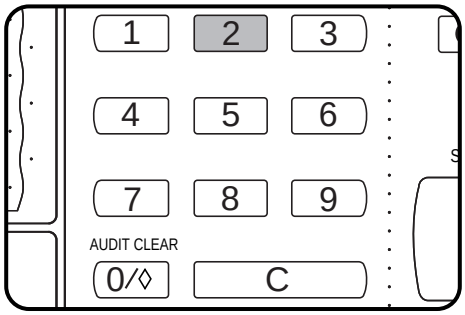
Deleting a stored job program

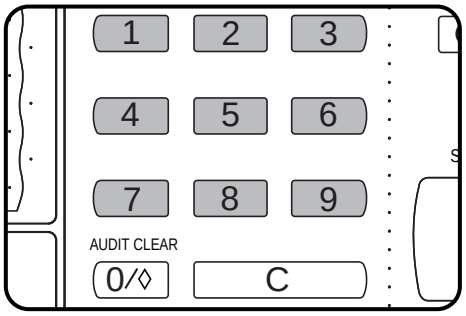


1 **Follow steps 1 and 2 in “Storing a job program” on the previous page.**

2 **Press key 2 on the 10-key pad.**

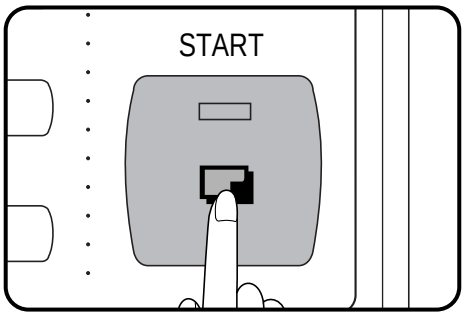
- The following message will appear.

```
TO DELETE A PROGRAM FROM THE STORAGE
REGISTER: PRESS ANY KEY FROM 1 TO 9
AND THEN THE START KEY.
```



3 **Enter the storage register number of the program to be deleted.**

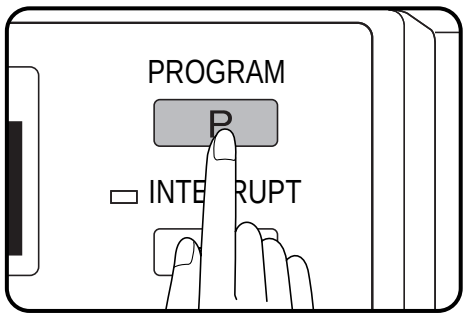
- To exit the job memory mode without saving the changes made, press the CLEAR ALL (CA) key.



4 **Press the START key.**

- The program will be deleted from memory.

Recalling a job program

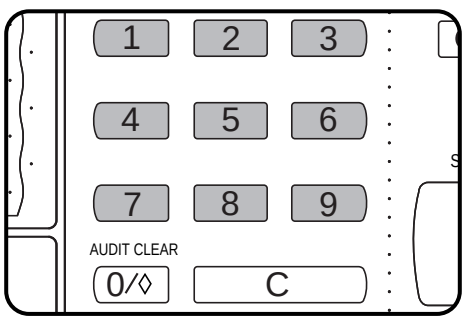


1 **Press the PROGRAM key.**

- The following message will appear.

```
TO RECALL A PROGRAM, PRESS PROGRAM
NUMBER: 1, 2, 3, 4, 5, 6, 7, 8, 9
TO STORE OR DELETE PROGRAMS, PRESS 0.
```

- The numbers which appear in the display are program numbers which have been used.



2 **Use the 10-key pad to select a stored program from 1 to 9.**

- All selections stored in the program will be reflected on the operation panel.
- The recalled settings may be modified for a particular job run, but any changes made will not be stored in the job memory. To store the new settings, follow the “Storing a job program” procedure.

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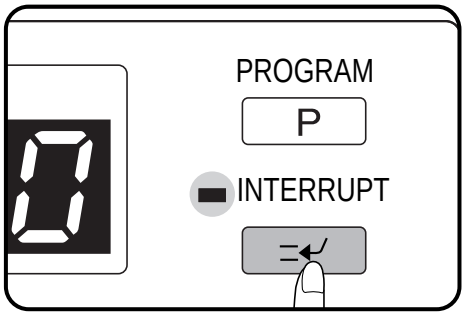
INTERRUPTING A COPY RUN

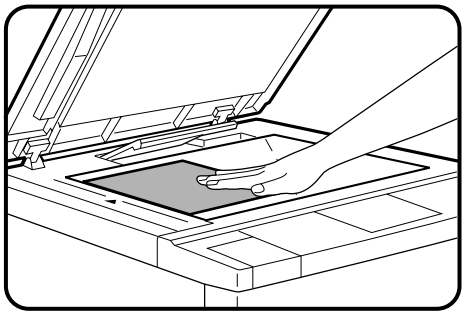
INTERRUPT can be used to temporarily stop a long copy run so that another job can be run.

- Reduction/enlargement/zoom, exposure adjustments, dual page copying, erase, and margin shift can be selected during interrupt copying.
- Duplex copying, sort, group, staple sort, and covers cannot be selected during interrupt copying. Also job program recall cannot be selected.
- INTERRUPT will not function during duplex copying, when the covers feature is selected, or when an optional card counter (SF-EA11) or auditor (SF-EA12) is used and the copier has been programmed in the auditing mode.



1 **Press the INTERRUPT key.**

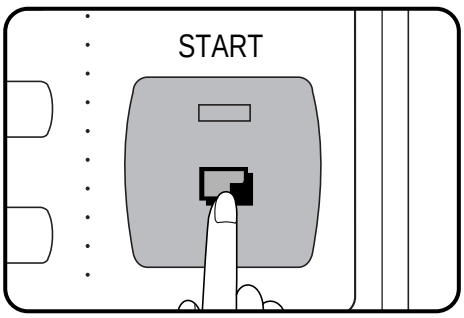
- When an optional reversing automatic document feeder is being used, the copier will stop after completing the copying of the originals which have been fed into the document feeder.
- If this copier has been programmed in the auditing mode, the account number entry message will appear. Enter your account number using the 10-key pad. The number of copies of the interrupt copying will be accumulated against this account number.



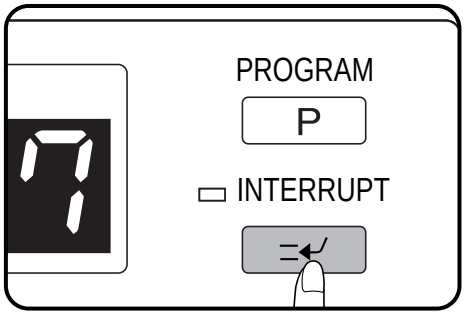
2 **When the copier stops, remove the original(s) and place the original for interrupt copying on the document glass. Close the document cover.**

- If an optional reversing automatic document feeder is installed, you can place the originals face up in the document feeder tray.

3 **Select the desired available copier functions.**



4 **Press the START key.**



5 **When the interrupt copy run is complete, press the INTERRUPT key again to cancel the mode and remove the original(s) used for interrupt copying.**

- The copier will reset itself to the functions which were in use before the INTERRUPT key was first pressed.

6 **Replace the original(s) for the interrupted job and press the START key to resume copying.**

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PAPER

Types and sizes of copy paper

ORDINARY PAPER

- **Automatic feeding from the paper trays or manual feed tray (max. 50 sheets)**

Size:	A5 (5-1/2" x 8-1/2") ◄►	A3 (11" x 17")
Weight:	56 g/m² (15 lbs.) ◄►	80 g/m² (21 lbs.)

* A5 (5-1/2" x 8-1/2") size paper can only be set in the lower paper tray with an optional inner cassette and in the manual feed tray.

- **Manual feed tray (single sheet feed)**

Size:	A6 (5-1/2" x 8-1/2") ◄►		A3 (11" x 17")
Weight:	52 g/m² (14 lbs.) ◄►	104 g/m² (28 lbs.) ◄►	128 g/m² (34 lbs.)

* A4 (8-1/2" x 11") is the maximum size that can be manually fed for paper weighing from 104 to 128 g/m² (28 to 34 lbs.).

SPECIAL PAPERS

Special papers must be fed one sheet at a time through the manual feed tray. See page 10.

Transparency film

Labels

Tracing paper

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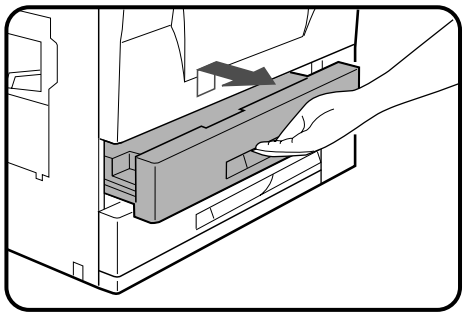
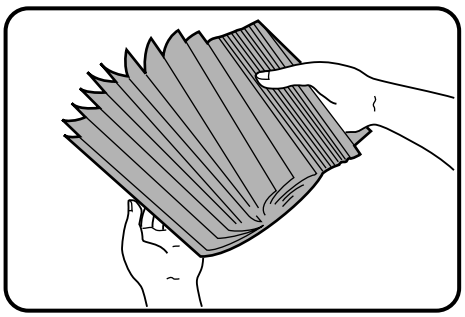
Loading copy paper

"**OPEN TRAY □ AND ADD PAPER.**" will be displayed when there is no copy paper in a selected paper feed station.
When a selected paper tray is not installed or is improperly installed, "**PUSH PAPER TRAY □ INTO THE MACHINE UNTIL IT LATCHES.**" will be displayed. Install it or push it back firmly into place.
For best results, use only Sharp recommended paper.
The copy paper size for the 500-sheet paper drawer will be set by Sharp service personnel according to your request when you purchase the copier. If a different paper size setting is required, contact your authorised Sharp Service Centre.
The 500-sheet paper drawer can be adjusted for following paper sizes: A4, A4R, B4, A3, and 8-1/2" x 11" (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17", and A4).
In some regions, the drawer can be adjusted to 216 mm x 330 mm (8-1/2" x 13").
The paper size for the lower paper tray can be changed by the user.

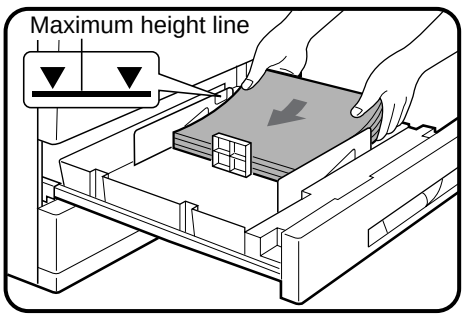
500-sheet paper drawer



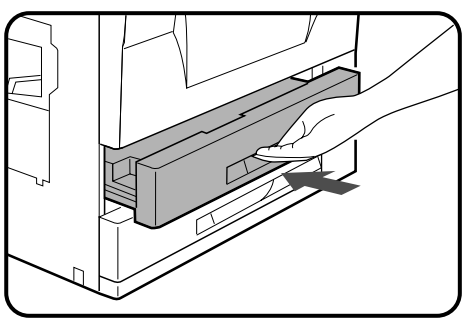
1 **Gently lift and pull out the paper tray.**



2 **Fan the copy paper and insert it into the tray.**



- The tray holds 500 sheets of paper.
  Do not load paper above the maximum height line.



3 **Push the paper tray firmly back into the copier.**

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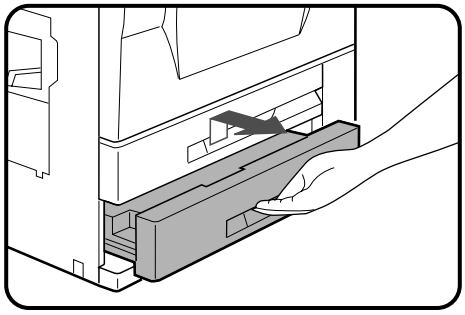
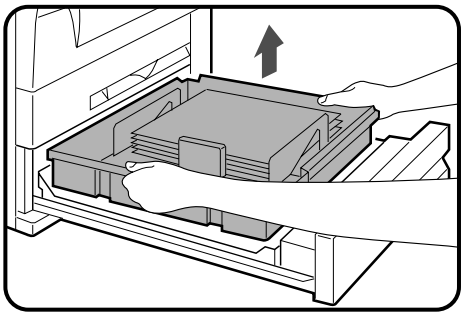
Changing the lower paper tray's inner cassette

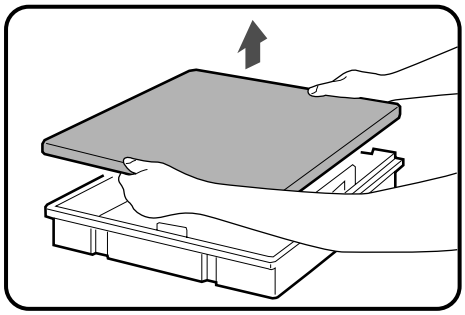
The lower paper tray can accommodate six different paper sizes. To change the paper size, simply change the inner cassette. (The inner cassettes are optional.)



1 **Gently lift and pull out the lower paper tray.**

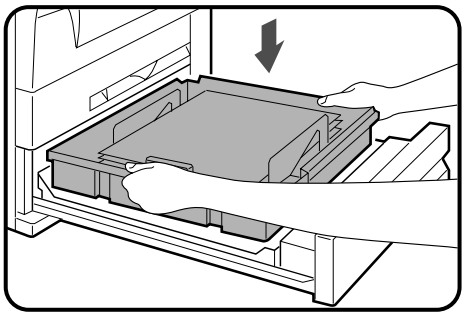


2 **Grasp the inner cassette tabs and remove the cassette.**



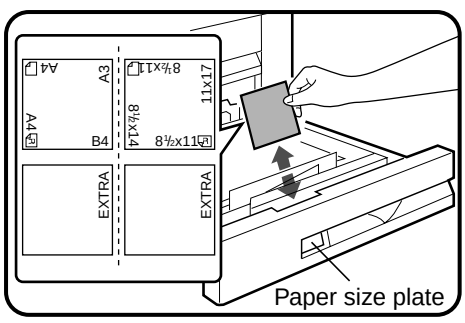
3 **Remove the cover of the inner cassette to be installed. If the cassette is empty, fan the copy paper and place it in the cassette.**

- The cassette holds 500 sheets of paper.
  (For A5 (5-1/2" x 8-1/2") sized paper, the maximum is 250 sheets.)
  Do not load paper above the maximum height line.
- Place the cover on the inner cassette which was removed.



4 **Place the inner cassette into the tray.**

- Position the inner cassette so its four protrusions fit into the holes of the paper tray.
- Inner cassettes are available for the following paper sizes:
  A5, A4, A4R, B4, A3, and 8-1/2" x 11" (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17", and A4).
  In some regions, an inner cassette for 216 mm x 330 mm (8-1/2" x 13") size is available.



5 **Place the paper size plate in the front of the paper tray.**

- The paper size indication which shows through the slot on the front of the copier should match the selected paper size.

6 **Push the lower paper tray firmly back into the copier.**

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ADDING TONER

The message "**TONER SUPPLY IS LOW. PRESS THE [*] KEY FOR INSTRUCTIONS.**" will appear in the message display before the toner supply is completely empty. If copying is continued, copies will gradually become lighter until the copier stops and the message display changes to "**ADD TONER. PRESS THE [*] KEY FOR INSTRUCTIONS ON HOW TO ADD TONER.**", indicating that the toner supply is empty. Toner can be added any time after the message "**TONER SUPPLY IS LOW. PRESS THE [*] KEY FOR INSTRUCTIONS.**" appears. To add toner, stop the copier and proceed as below. When either of these messages appears, you can use the INFORMATION and SCROLL DISPLAY keys for detailed information as necessary.

During long copy runs of multiple dark originals, "**TONER REPLENISHMENT IN PROGRESS.**" will appear and the copier will stop making copies even though toner is left.

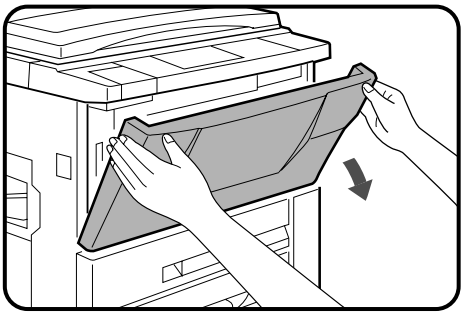
After a sufficient amount of toner has been fed, the START key indicator will light up. Press the START key to resume copying.

For best copying results, be sure to use only Sharp products.

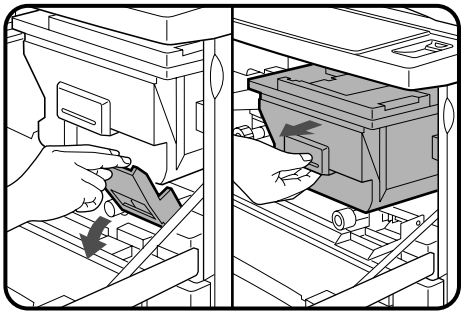
The package of Sharp toner has the Genuine Supplies label.

SHARP

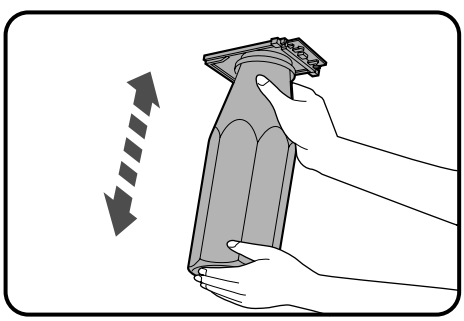
GENUINE SUPPLIES



1 **Open the front cover.**



2 **Pull down the toner hopper lock lever and pull the toner hopper out slowly until it stops.**



3 **Hold the toner cartridge vertically and vigorously shake it up and down about 20 times to loosen the toner. This will allow the toner to flow more easily into the toner hopper.**

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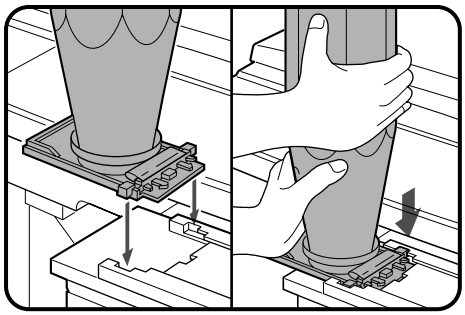
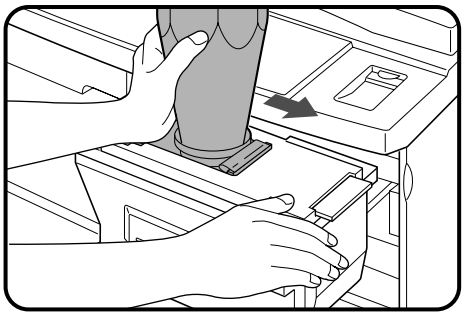
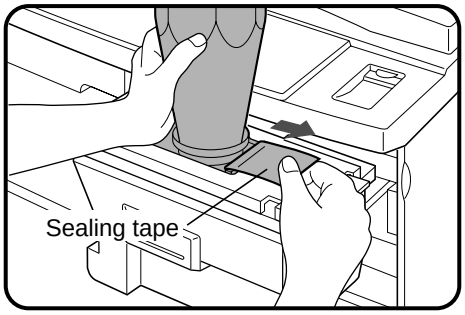


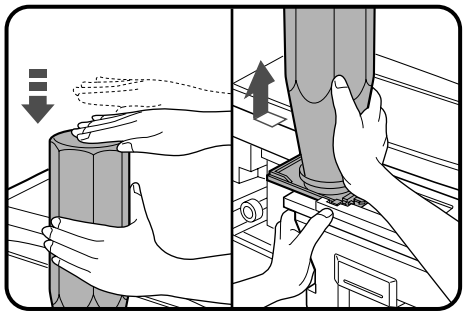
4 **Place the new toner cartridge with the tabs in the notches as shown.**



5 **Slide the toner cartridge along the guides over the toner hopper.**



6 **Hold the toner cartridge with one hand while pulling on the sealing tape to remove it.**

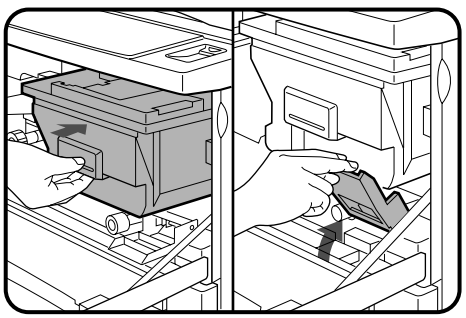


7 **Tap on the top of the toner cartridge 5 times to release all toner into the toner hopper.**

- It will take about 30 seconds for the toner to flow into the toner hopper. Do not remove the toner cartridge until it is empty.

8 **Slide the empty toner cartridge back along the guides and remove it.**

- The cartridge opening will be closed as it is moved back along the guides.



9 **Slide the toner hopper into the copier and return the toner hopper lock lever into place.**

- If the toner hopper is not positioned properly, either the copies will come out blank or CH will blink in the copy quantity display indicating that the copier will not operate. In either case, ensure that the toner hopper is properly locked in its operating position.

10 **Close the front cover.**

NOTE:
Add only one cartridge of toner.

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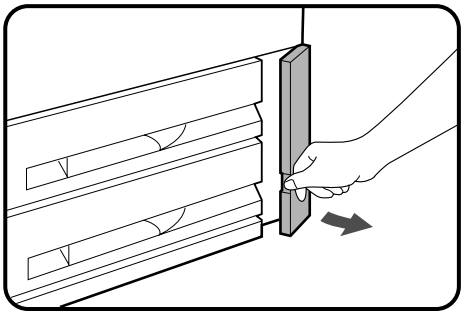
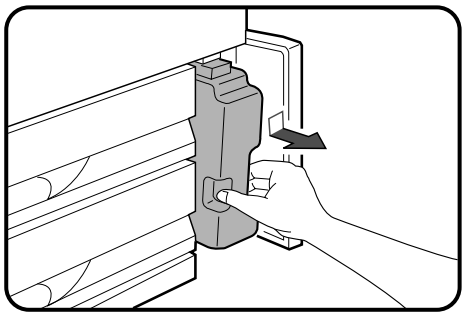
USED TONER DISPOSAL

"**REPLACE USED TONER CONTAINER. PRESS THE [*] KEY FOR REPLACEMENT INSTRUCTIONS.**" will appear when the toner collecting container is full.
The copier will stop and will not operate until a new container has been installed. Replace the used toner container as described below. When the above message is displayed, you can use the INFORMATION and SCROLL DISPLAY keys for detailed information as necessary.

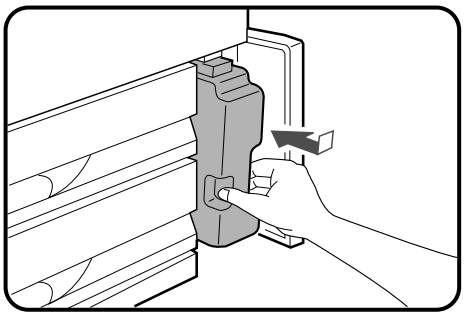


1 **Open the toner collecting container cover.**

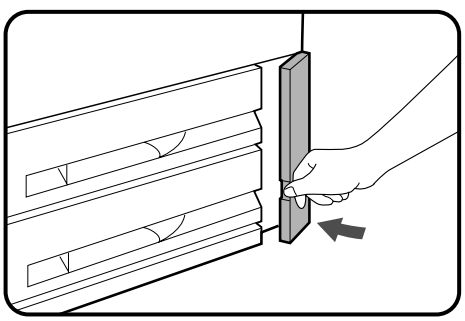


2 **Disengage and remove the container from the copier by pushing downward and then pulling it out.**

- Toner cannot be reused. Do not transfer used toner to the toner hopper.
- Remove the cap from a new toner collecting container and use it to cover the full toner collecting container.
- Keep the full toner collecting container until the next regular service call. Your authorised Sharp Service Technician will collect the container for disposal.



3 **Install a new toner collecting container by pushing it down onto the spring-loaded tray and then allowing it to move upward and click into place.**



4 **Close the toner collecting container cover.**

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STORAGE OF SUPPLIES

Standard SF-2540 supplies replaced by the user include copy paper, toner, toner collecting container, and staple cartridges for the optional staple sorter.

For best copying results, be sure to use only Sharp products.
The package of Sharp toner has the Genuine Supplies label.

Photoconductive drum

The SF-2540 Copier has advanced process control technology which improves copy quality uniformity. This feature stabilizes copy quality throughout the life of the photoconductive drum by automatically compensating for the changes in drum characteristics due to wear, operator use patterns, and environmental conditions. The automatic adjustments are made in response to a sensor that detects the reflectance characteristics of the drum.

WARNING

This feature requires drums containing the special reflectance area (recommended Sharp genuine photoconductive drum), to prevent low image density copies from poor process control and possible damage to the machine. If you use other drums, the process control system cannot run properly.

Proper storage

1 Store the supplies in a location that is:

- clean and dry,
- at a stable temperature,
- not exposed to direct sunlight.

2 Store copy paper in the wrapper and lying flat.

- Paper stored in packages standing up or out of the wrapper may curl or become damp, resulting in paper misfeeds.

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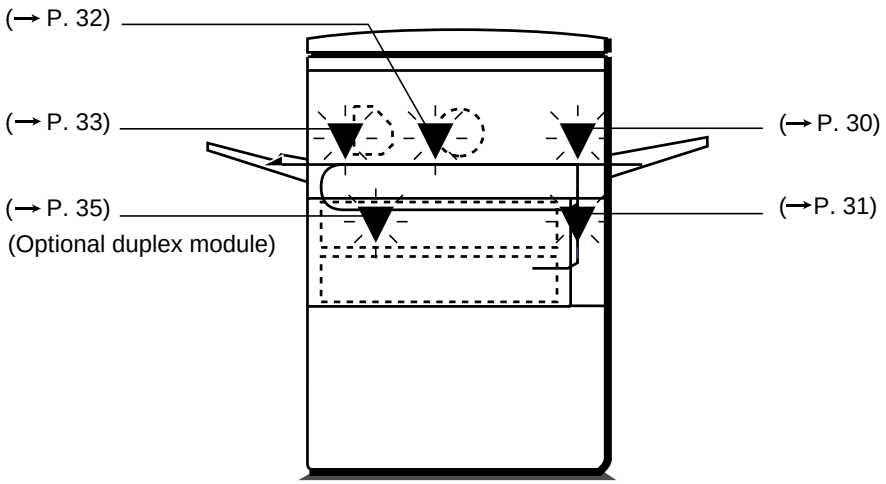
MISFEED REMOVAL

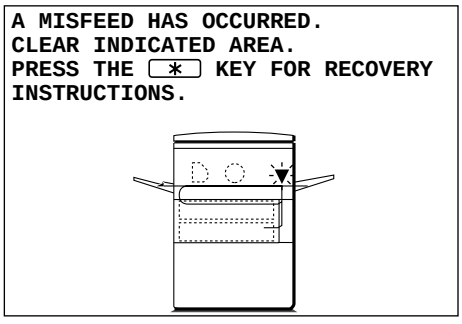
When a misfeed occurs, the copier will stop. The message "**A MISFEED HAS OCCURRED. CLEAR INDICATED AREA. PRESS THE [*] KEY FOR RECOVERY INSTRUCTIONS.**" will appear with a display of paper misfeed locations. Press the INFORMATION and SCROLL DISPLAY keys for more detailed information as necessary.

If paper becomes accidentally torn during removal, be sure to remove all pieces. Be careful not to damage the photoconductive drum or the corona wires.

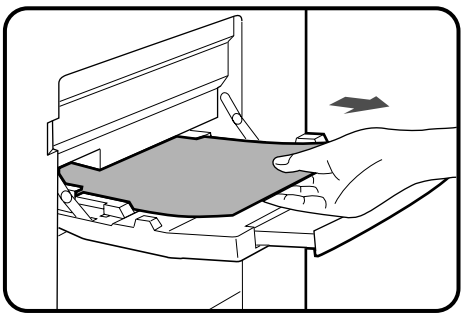
First confirm the misfeed locations.
For misfeeds in optional equipment, see the corresponding sections of this manual.

- RADF: page 57
- Sorter and staple sorter: pages 68 and 69
- Stand/3000-sheet paper drawer: page 74
- Stand/500-sheet paper drawer: page 74





Misfeed in the manual feed tray



1 **Gently pull the misfed paper out.**

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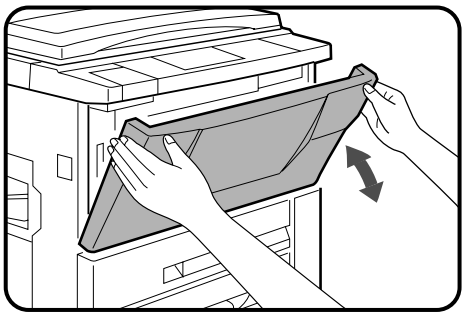
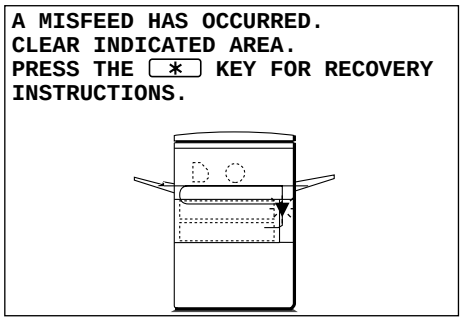
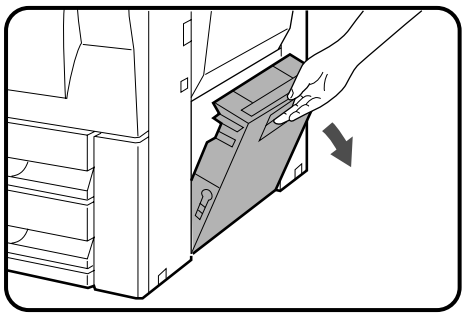


2 **Open and close the front cover to cancel the misfeed display.**

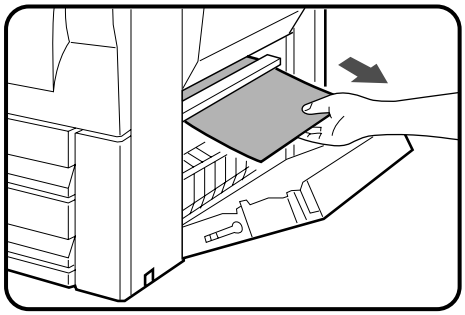


Misfeed in a paper tray



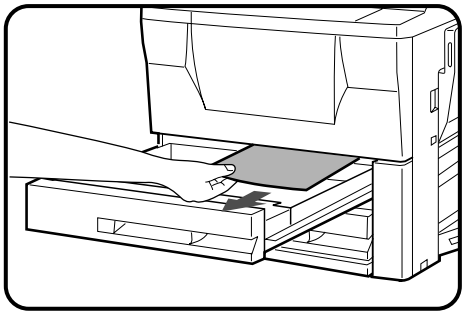
1 **Open the side cover.**

NOTE:
If the transport area misfeed indicator is lighted, clear the transport area first. (See “Misfeed in the transport area” on the next page.)



2 **Remove the misfed paper.**

- Be careful not to tear the misfed paper during removal.



3 **If the paper cannot be seen from the side, pull out the paper tray and remove the misfed paper.**

- Be careful not to tear the misfed paper during removal.

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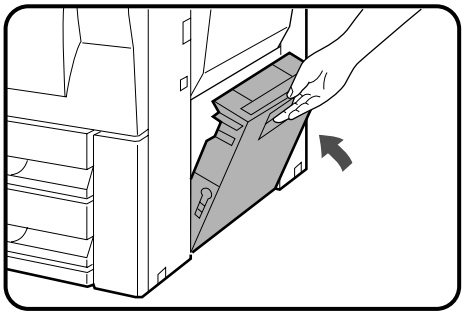
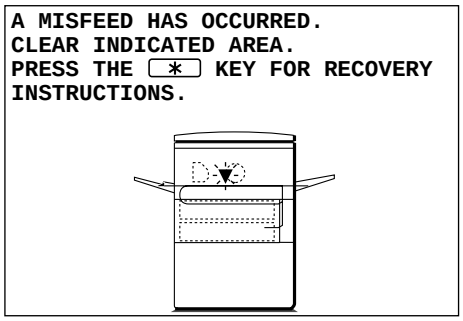
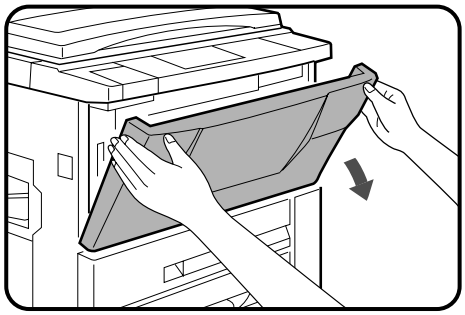


4 **Close the paper tray and the side cover.**

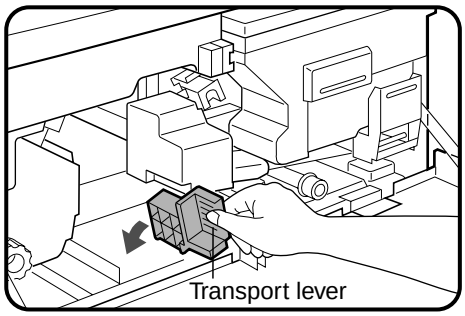
- Confirm that the misfeed display is cleared.



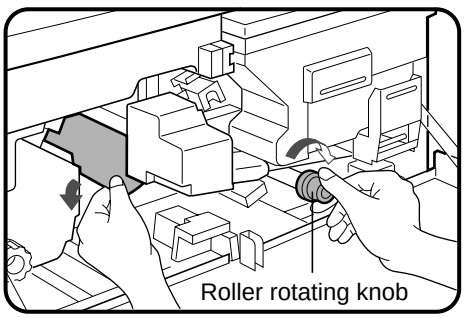
Misfeed in the transport area



1 **Open the front cover.**



2 **Turn the transport lever to the left.**



3 **Turn the roller rotating knob in the direction of the arrow to remove the misfed paper.**

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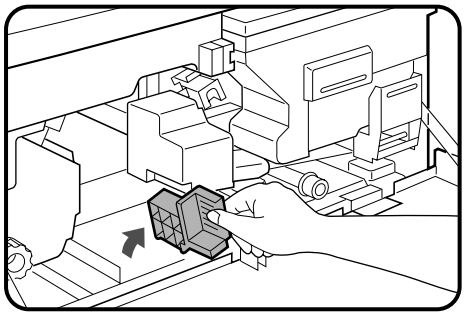
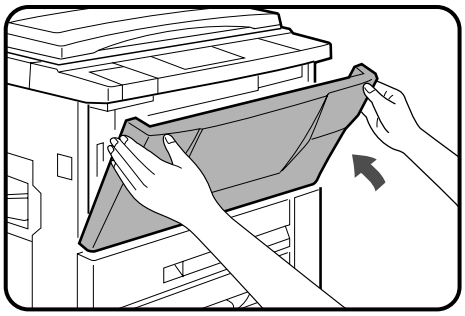
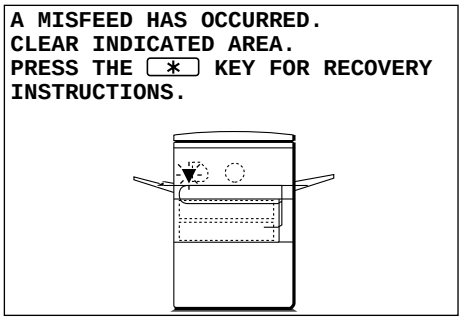


4 **Turn the transport lever back into place.**

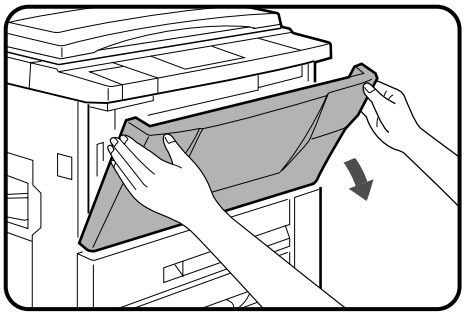


5 **Close the front cover.**

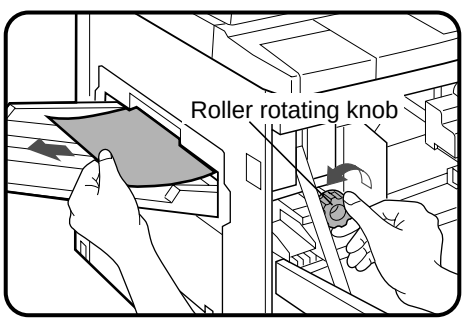
- Confirm that the misfeed display is cleared.



Misfeed around the fusing unit and exit area



1 **Open the front cover.**



2 **Turn the roller rotating knob in the direction of the arrow and remove the paper from the fusing unit area.**

CAUTION

The fusing unit is hot! Use care in removing paper.

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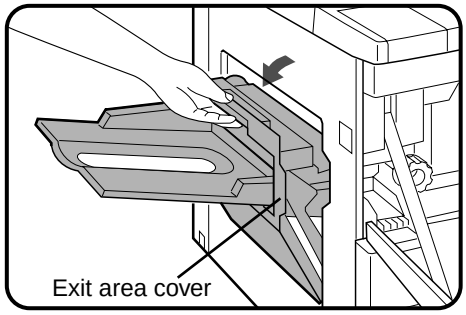
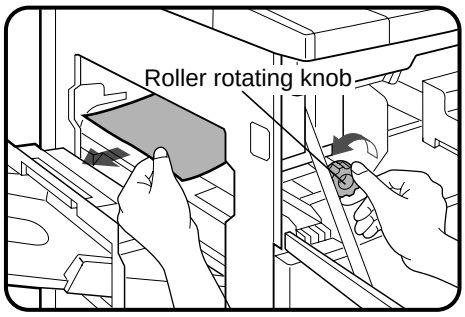
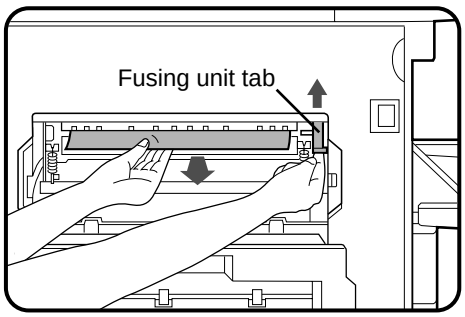


3 **If the misfed paper is in the exit area, open the exit area cover carefully.**

- Open the cover by pulling the lever up. Support it until fully open.
- If an optional sorter is installed, slide it away from the copier and then open the cover.



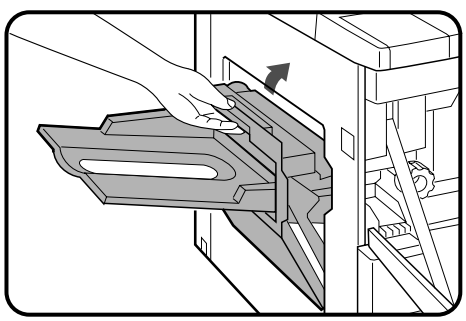
4 **Turn the roller rotating knob in the direction of the arrow and remove the paper.**



- If the misfed paper is deep in the fusing unit, lift the fusing unit tab and remove any misfed paper.

CAUTION

The fusing unit is hot! Be sure to touch only the green tab or the green roller rotating knob.



5 **Close the exit area cover.**

6 **Close the front cover.**

- Confirm that the misfeed display is cleared.

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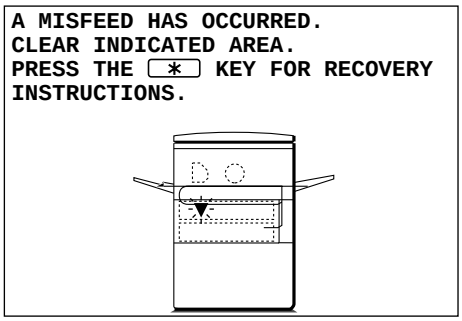
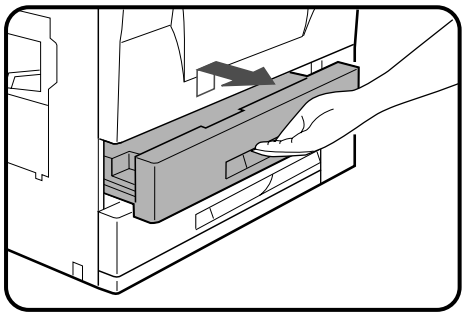


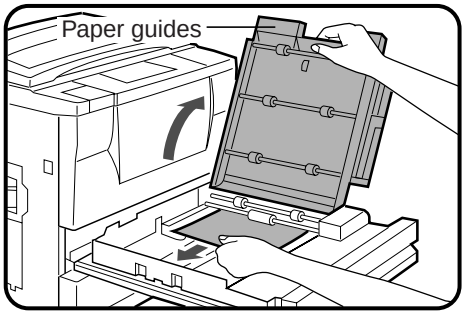
Misfeed in the duplex module

- The duplex module is optional.

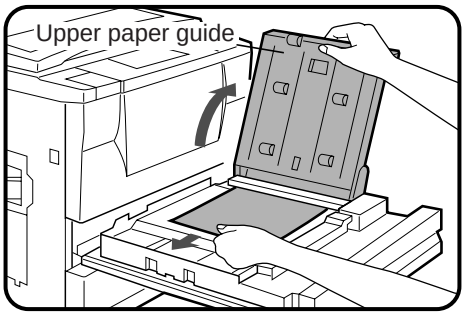
NOTE:
If any other misfeed locations are indicated, be sure to remove any misfed paper from these locations before performing the procedure described below. If not, a sheet of paper in another location may become torn and difficult to remove.



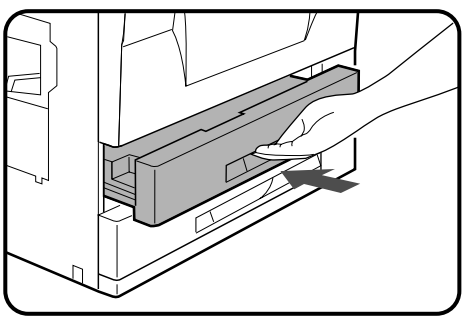
1 Pull out the duplex module.



2 Lift up the upper and lower paper guides, and remove the misfed paper.



- When a misfeed occurs between the paper guides, open the upper paper guide and remove the misfed paper.



3 Close the paper guides and push back the duplex module.

- Confirm that the misfeed display is cleared.

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TROUBLESHOOTING

Always check the message display whenever the copier stops or operation is not possible. The messages will give you easy-to-follow directions. If the messages do not give specific instructions, check the list below.

Problem	Solution	
Copier does not operate.	● Copier plugged in?	Plug the copier into a grounded outlet.
	● Power switch on?	Turn the power switch on.
	● Is [CH] steadily lit in the copy quantity display?	1. Check the covers, including those of optional equipment, to ensure that they are all closed. 2. If an optional sorter or staple sorter is installed, slide the sorter or staple sorter toward the copier to latch it into place.
	● Is [CH] blinking in the copy quantity display?	Reinstall the toner hopper securely. See page 27.
Copies are too dark or too light.	● Copy density properly adjusted?	See page 7.
Blank copies.	● Is the original placed face down on the document glass?	Place the original face down on the document glass.
Copies smear if rubbed.	● Paper too heavy?	Use copy paper within the specified range. See page 23.
	● Paper damp?	Replace with dry copy paper. Be sure to store copy paper in a dry location.

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Problem	Solution	
Paper misfeeds frequently.	● Non-standard paper used?	Use standard paper. If using special papers, feed the paper through the manual feed tray.
	● Is paper properly installed?	See pages 10 and 24.
	● Pieces of paper inside copier?	Remove all pieces of misfed paper. See page 30.
	● Paper curled or damp?	Store copy paper flat in the wrapper in a dry location. See page 29.
Dust, dirt, smudges appear on copies.	● Document glass or document cover dirty?	Clean regularly. See page 42.
Message display is too dark or too light.	● Is LCD contrast control properly adjusted?	Adjust the LCD contrast control. See page 41.

If a problem persists after checking the above, please consult your key operator prior to contacting your authorised Sharp Service Centre.

Self-diagnostic function

An automatic self-diagnostic function is built into this copier. Should the copier malfunction, the self-diagnostic function will locate the problem and stop the copier to prevent damage. An alphanumeric code will appear in the copy quantity display.

Example

Should the copier stop completely, and an alphanumeric code and the message "**CALL FOR SERVICE. CODE: L4-□□**" appear, contact your authorised Sharp Service Centre.

★ *KEY OPERATOR* *See page 98.*

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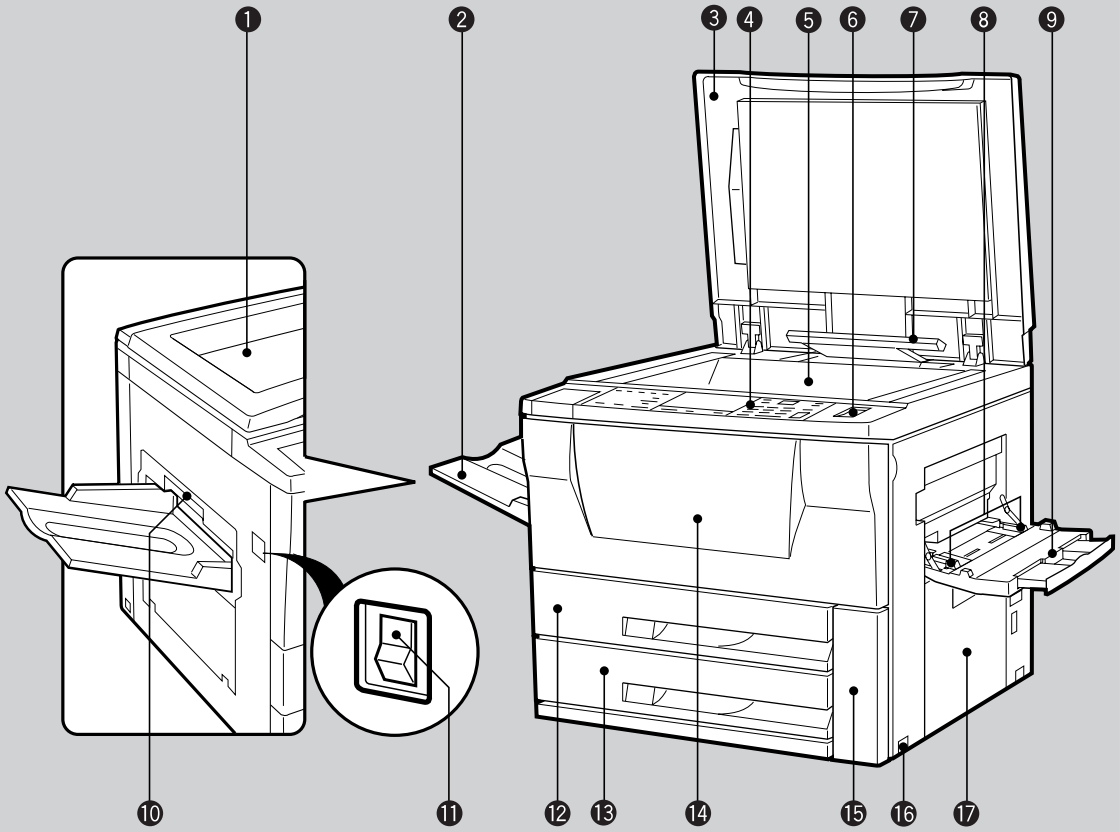
PART NAMES AND FUNCTIONS

Exterior



❶ **Document holder**

❷ **Exit tray**
Finished copies are deposited in the exit tray.

❸ **Document cover (optional in some areas)**
Place the original on the document glass and close the document cover before copying starts.

❹ **Operation panel**
All copier controls are located here for easy operation.

❺ **Document glass**
Place the document to be copied here.

❻ **Paper clip tray**
Keep paper clips here.

❼ **Original size detector**
Detects the size of the original.
Do not place objects under this.

❽ **Manual feed tray paper guides**
Adjust to the width of the copy paper.

❾ **Manual feed tray**
Special papers (including transparency film) and copy paper can be fed from the manual feed tray.

❿ **Exit area cover**
Open to remove misfed paper.

⓫ **Power switch**
Press to turn copier power on and off.

⓬ **Duplex module or 500-sheet paper drawer (optional)**
The copier can be equipped with either a duplex module or a 500-sheet paper drawer.
The front of the copier is closed up with a cover when neither of these is required.
The duplex module provides duplex copying capability.

⓭ **Lower paper tray**
Holds 500 sheets of paper. Copy paper size can be changed by changing the inner cassette.

⓮ **Front cover**
Open to remove misfeeds and to service the copier.

⓯ **Toner collecting container cover**
Open to replace the toner collecting container.

⓰ **Handles**

⓱ **Side cover**
Open to remove misfeeds in the paper feed area.

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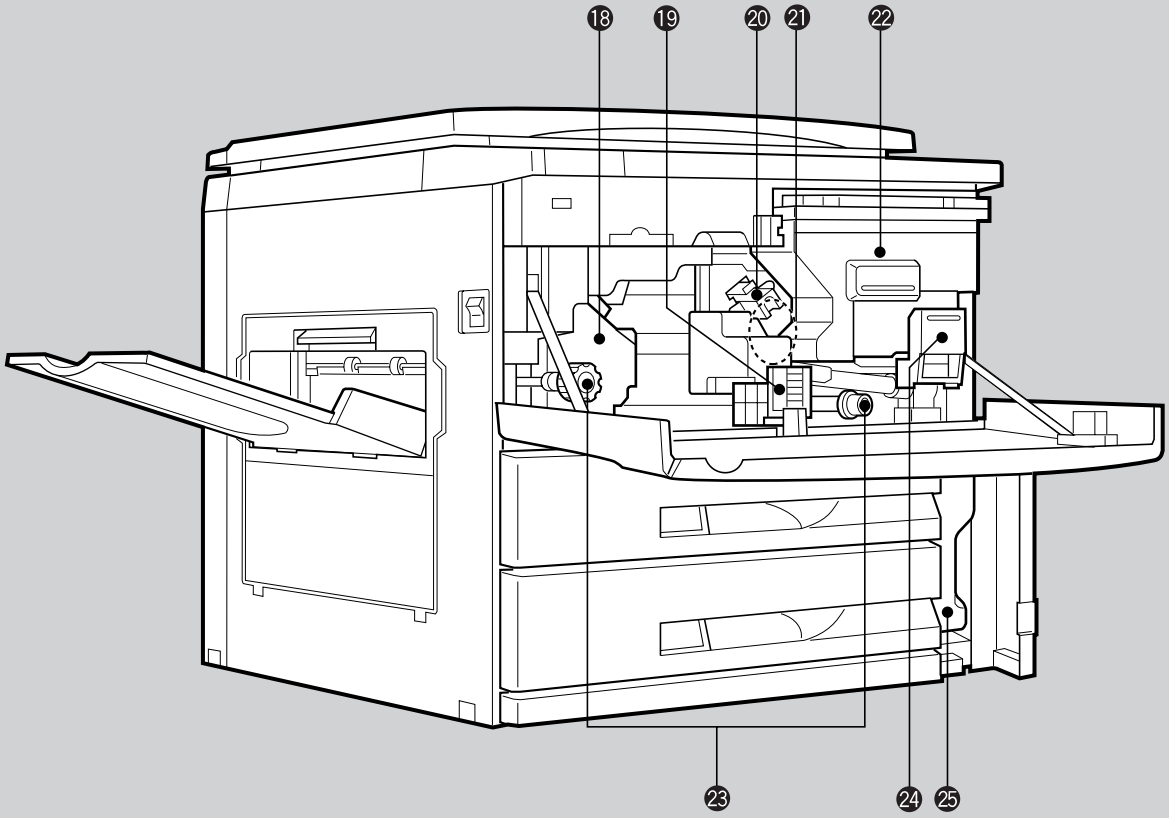
Interior



⓲ **Fusing unit**
The fusing unit is hot. Exercise care in this area.

⓳ **Transport lever**
Turn to open the transport section.

⓴ **Corona unit**
The unit is used to charge the photoconductive drum.

㉑ **Photoconductive drum**
Copy images are formed on the photoconductive drum.

㉒ **Toner hopper**
Contains toner.

㉓ **Roller rotating knobs**
Turn to remove misfed paper.

㉔ **Toner hopper lock lever**
Pull down to release the toner hopper.

㉕ **Toner collecting container**
Used toner is collected here. Replace when a message appears in the display indicating the need to do so.

Accessories	
Inner cassette (installed in the lower paper tray)	1
Exit tray	1
Operation manual	1
Document tray*	1
Toner collecting containers (including 1 pre-installed at the factory)	4

*Not included in some areas.

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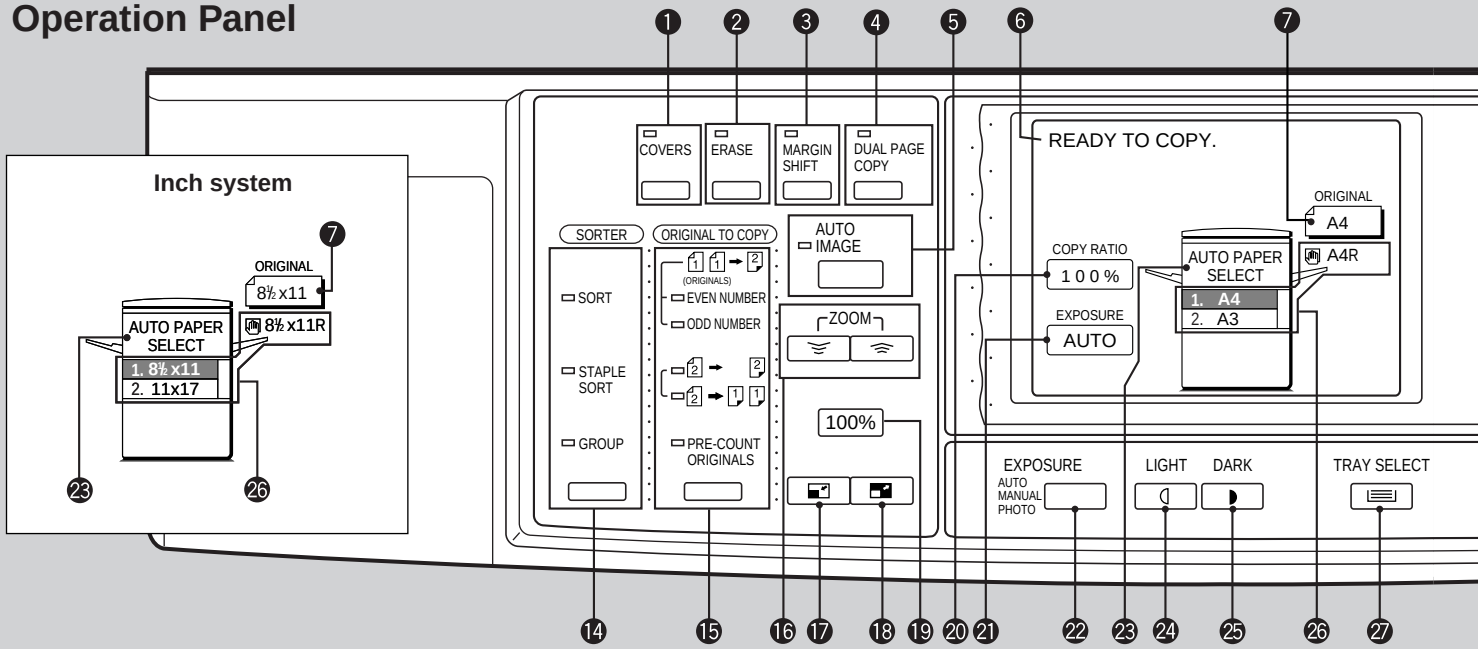
Operation Panel



❶ **COVERS key and indicator** (p.55)
Press to select the covers feature.
(This key functions only when an optional document feeder is installed on the copier.)

❷ **ERASE key and indicator** (p.15)
Press to select the centre erase and/or edge erase modes.

❸ **MARGIN SHIFT key and indicator** (p.17)
Press to select the margin shift feature.

❹ **DUAL PAGE COPY key and indicator** (p.14)
Makes individual copies of two originals placed side by side on the document glass.

❺ **AUTO IMAGE key and indicator** (p.12)
Press for automatic copy ratio selection.

❻ **Message display**
Displays information to assist the operator in programming the copier and in recovering a job after a misfeed. Information about copier features can also be displayed.

❼ **Original size display**
The original paper size is displayed.

❽ **INFORMATION key and indicator** (p.5)
Press for operation guidance on 1. DUPLEX, 2. DOCUMENT FEEDER, 3. SORTER, and 4. OTHER FEATURES.
Press for guidance when a misfeed occurs, when adding toner, or when used toner must be disposed of.

❾ **SCROLL DISPLAY key**
Press to scroll the display for more information when an arrow (➡) appears at the end of a message or at the end of a header line at the beginning of a message.
Displays the total number of copies made to date if pressed during standby.
Press to change the parameters for the MARGIN SHIFT and ERASE features.

❿ **Copy quantity display**
Displays the specified number of copies.

⓫ **PROGRAM (P) key** (p.20)
Press to select the job memory mode.

⓬ **INTERRUPT key and indicator** (p.22)
Interrupts a copy run.

⓭ **LCD contrast control**
Used to control the contrast of the message display.

⓮ **SORTER key and indicators** (p.58)
Press to select the sorter modes when the sorter or staple sorter is installed. (The sorter and staple sorter are optional.)

⓯ **ORIGINAL TO COPY key and indicators**
Press to select one-sided and two-sided copy modes.

1 1 ➡ 2 : Two-sided copies from single-sided originals. (Can be selected only when an optional duplex module is installed.) “EVEN NUMBER” or “ODD NUMBER” must be selected in accordance with the number of originals.

2 ➡ 2 : Two-sided copies from two-sided originals. (Can be selected only when both an optional document feeder and duplex module are installed.)

2 ➡ 1 1 : Single-sided copies from two-sided originals. (Can be selected only when an optional document feeder is installed.)

PRE-COUNT ORIGINALS : Indicates that the number of originals will be counted. (Can be selected only when an optional document feeder is installed.)

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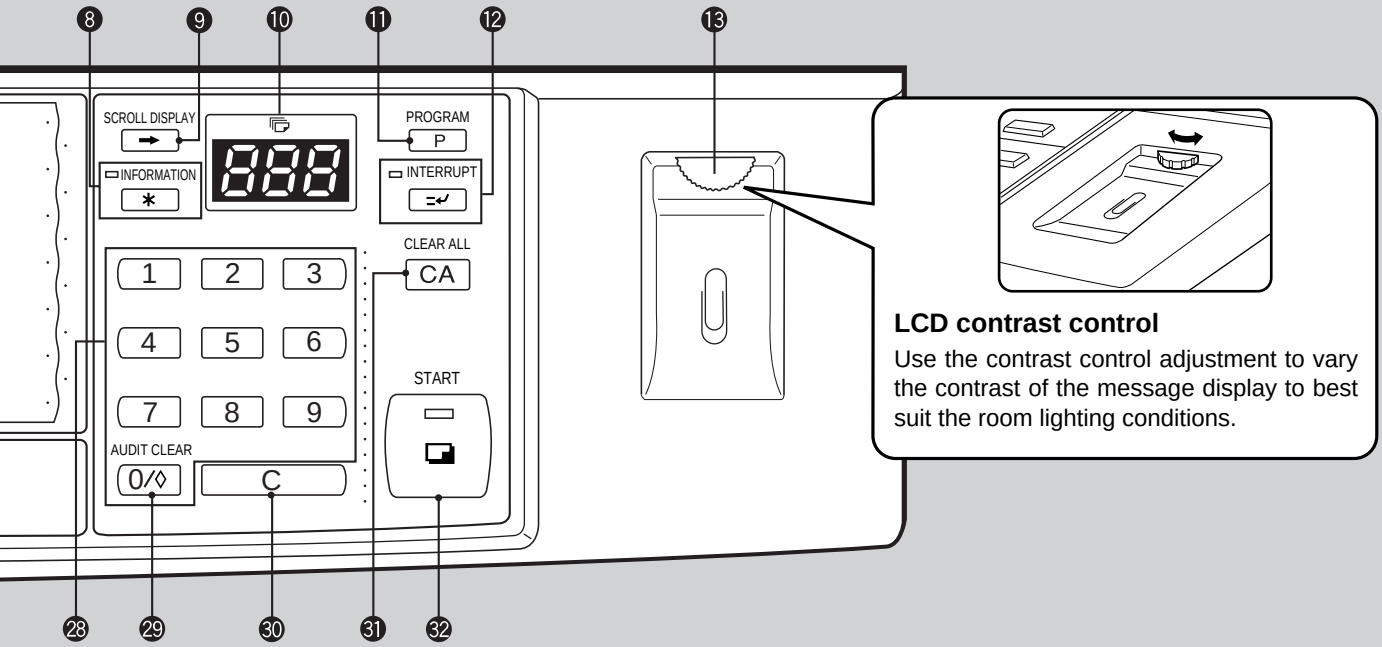

LCD contrast control

Use the contrast control adjustment to vary the contrast of the message display to best suit the room lighting conditions.

⑯ **ZOOM keys** (p.13)
Used to select any enlargement or reduction copy ratio from 50% to 200% in 1% increments.

⑰ **Reduction (▣) key** (p.13)
Selects one of four preset reduction copy ratios: 50%, 70%, 81%, or 86% (50%, 64%, 77%, or 95%).

⑱ **Enlargement (▣) key** (p.13)
Selects one of four preset enlargement copy ratios: 115%, 122%, 141%, or 200% (121%, 129%, 141%, or 200%).

⑲ **100% key** (p.13)
Press to reset the copy ratio to 100% for same-size copies.

⑳ **COPY RATIO display**
Displays the copy ratios for reductions or enlargements.

㉑ **EXPOSURE display**
Indicates the selected exposure mode.

㉒ **EXPOSURE key** (p.8)
Press to select the exposure mode: AUTO, MANUAL, or PHOTO.

㉓ **AUTO PAPER SELECT display**
Paper size matching the original or copy ratio will be automatically selected when this display appears.

㉔ **LIGHT key** (p.8)
Used to adjust the exposure level in the MANUAL or PHOTO mode to give lighter copies.

㉕ **DARK key** (p.8)
Used to adjust the exposure level in the MANUAL or PHOTO mode to give darker copies.

㉖ **Paper size display**
The sizes of loaded copy paper are displayed and the selected paper feed location is highlighted.

㉗ **TRAY SELECT key**
Press to select the desired paper tray.

㉘ **10-key pad**
Used to set the copy quantity and to make program selections as indicated by messages.

㉙ **AUDIT CLEAR (0/◊) key**
Inputs 0 when specifying the copy quantity. Closes an open account.
Press during a continuous copy run to display the number of copies completed in the current run.

㉚ **Clear (C) key**
Press to clear the copy quantity display, or press during a copy run to terminate copying. The copier will stop after copies in progress are finished.

㉛ **CLEAR ALL (CA) key**
Clears all selected settings and returns the copier to the initial settings.

㉜ **START key and indicator**
Copying is possible when the indicator is on.
Press to start copying.

Initial settings

The copier assumes the initial settings when the CLEAR ALL (CA) key is pressed and approximately 1 minute after the last copy is made in any mode. Except for the paper tray selection, the copier also assumes the initial setting when it is turned on.

- Copy ratio: 100%
- Automatic exposure
- Copy quantity: 0
- All special copier modes are set to off.
- Tray select: Copier lower tray, not an optional paper drawer even if installed (At power on, the previously selected tray will again be selected.)

★ ***KEY OPERATOR Initial settings can be programmed as desired. The auto clear time can also be changed. See pages 90 and 88 of the KEY OPERATOR'S GUIDE.***

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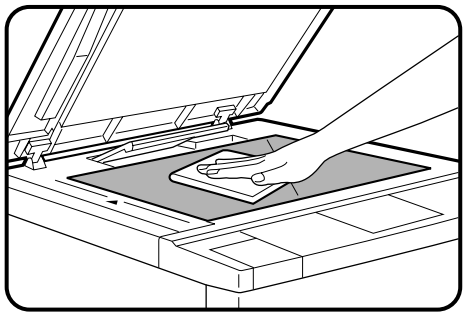
USER MAINTENANCE

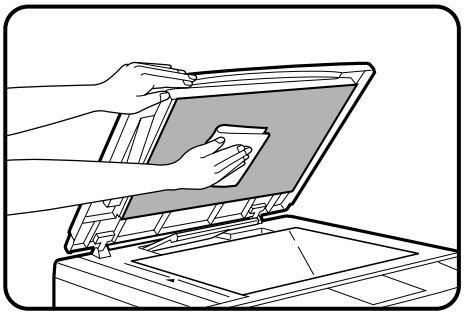
The document glass and document cover must be kept clean to avoid dirty areas from being copied onto the copies.

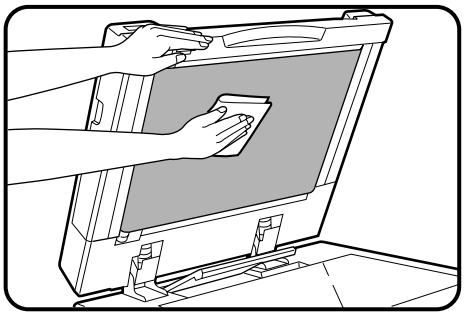
Document glass and document cover



Wipe the document glass and document cover with a soft, clean cloth.

- If necessary, dampen the cloth with water. Do not use thinner, benzene, or similar volatile cleaning agents.





- If an optional document feeder is installed, wipe the transport belt with a soft, clean cloth.

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MAINTENANCE REQUIRED

When the message "**READY TO COPY. (MAINTENANCE REQUIRED : □)**" appears, service by an authorised Sharp Service Technician will be required soon. Contact your Service Centre as soon as possible.

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SPECIFICATIONS

COPIER

Type	Desktop
Copy system	Dry, electrostatic transfer system
Originals	Sheets, bound documents
Original sizes	Max. A3 (11" x 17")
Copy sizes	Max. A3 (11" x 17"), min. A6 (5-1/2" x 8-1/2") Image loss: Max. 4 mm (5/32") (leading and trailing edges)
Copying speed (at 100% copy ratio)	40 copies/min. (A4 (8-1/2" x 11")) 31 copies/min. (A4R (8-1/2" x 11"R)) 26 copies/min. (B4 (8-1/2" x 14")) 22 copies/min. (A3 (11" x 17"))
Continuous copy	Max. 999 copies; subtractive counter
First-copy time	Approx. 3.1 sec.
Warm-up time	Approx. 100 sec.
Copy ratio	Variable: 50 to 200% in 1% increments, total 151 steps Fixed presets: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200% (50%, 64%, 77%, 95%, 100%, 121%, 129%, 141%, 200%)
Exposure system	Moving optical source, slit exposure (stationary platen) with automatic exposure function
Copy paper feed	Choice of one or two 500-sheet automatic feed paper trays; one manual feed tray with 50-sheet automatic feed capability
Fusing system	Heat rollers
Developer system	Magnetic brush development
Light source	Halogen lamp
Required power supply	Local voltage ±10% (For this copier's power supply requirements, see the name plate located on the right hand side at the rear bottom corner of the copier.)
Power consumption	Max. 1.4 kW (Max. 1.75 kW for AC 200 – 240V power supply)

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Overall dimensions	1205 mm (W) x 650 mm (D) (47-29/64" (W) x 25-19/32" (D))
Weight (with optional document cover SF-CV13)	Approx. 67.4 kg (148.6 lbs.) Approx. 72 kg (158.8 lbs.) (with 500-sheet paper drawer) Approx. 74.3 kg (163.9 lbs.) (with duplex module)
Copier dimensions (with optional document cover SF-CV13)	633 mm (W) x 650 mm (D) x 607 mm (H) (24-59/64" (W) x 25-19/32" (D) x 23-29/32" (H))
Operating conditions	Temperature: 15°C to 30°C (59°F to 86°F) Humidity: 20% to 85%
Optional equipment	Document cover (SF-CV13) Reversing automatic document feeder (SF-A58) 20-bin sorter (SF-S15) 20-bin staple sorter (SF-S56) Stand/3000-sheet paper drawer (SF-D23) Stand/500-sheet paper drawer (SF-D24) Duplex module (SF-DM11) 500-sheet paper drawer (SF-CM11) Cassette (SF-IC11) Card counter (SF-EA11) Auditor (SF-EA12) Counter commander (SF-EA13) Personal counter (SF-71A/71B)

DUPLEX MODULE (when installed)

Paper type	Ordinary paper only
Number of copies	50 (A5, A4, A4R (8-1/2" x 11", 8-1/2" x 11"R)) 30 (B4, A3 (8-1/2" x 14", 11" x 17"))
Copy paper size	A5, A4, A4R, B4, A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17") In some regions, 216 mm x 330 mm (8-1/2" x 13") size can be used additionally. The maximum number of copies for this size is 30.
Copy paper weight	56 to 80 g/m^2 (15 lbs. to 21 lbs.)

Specifications are subject to change for improvement without notice.

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OPTIONAL EQUIPMENT

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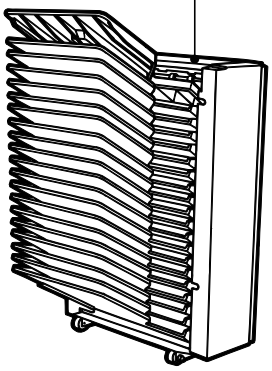
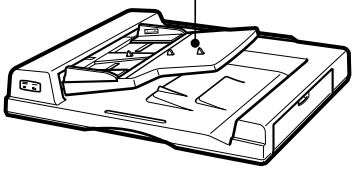
SYSTEM CONFIGURATION

The options which are available for the SF-2540 are shown below.

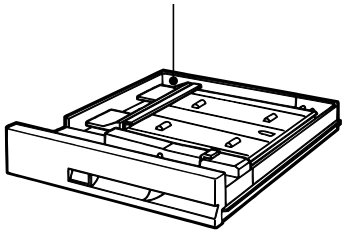
20-bin sorter (SF-S15)



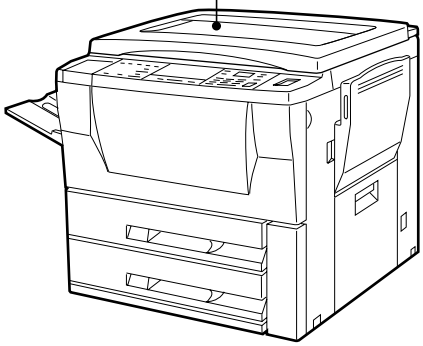
Reversing automatic document feeder (SF-A58)



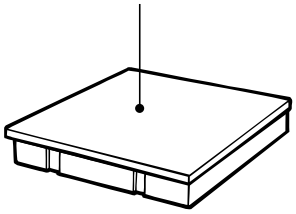
Duplex module (SF-DM11)

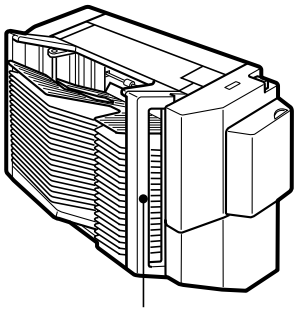


Document cover (SF-CV13)

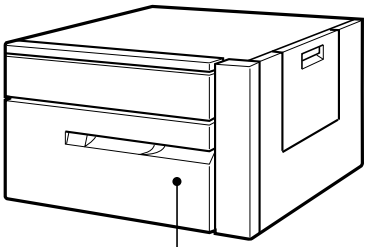


Cassette (SF-IC11)

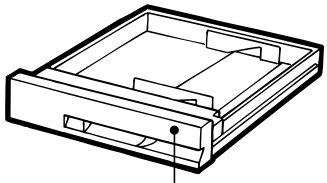




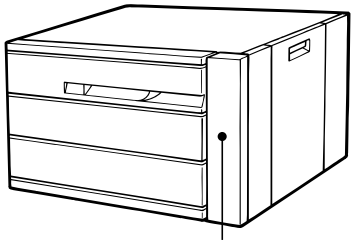
20-bin staple sorter (SF-S56)



Stand/3000-sheet paper drawer (SF-D23)



500-sheet paper drawer (SF-CM11)



Stand/500-sheet paper drawer (SF-D24)

- Card counter (SF-EA11)
- Auditor (SF-EA12)
- Counter commander (SF-EA13)
- Personal counter (SF-71A/71B)

NOTE:
Operating instructions follow for the Document Feeder (SF-A58), Sorters (SF-S15 and SF-S56), Stand/3000-Sheet Paper Drawer (SF-D23), and Stand/500-Sheet Paper Drawer (SF-D24). For the Card Counter (SF-EA11), the Auditor (SF-EA12) and the Counter Commander (SF-EA13), see their manual.

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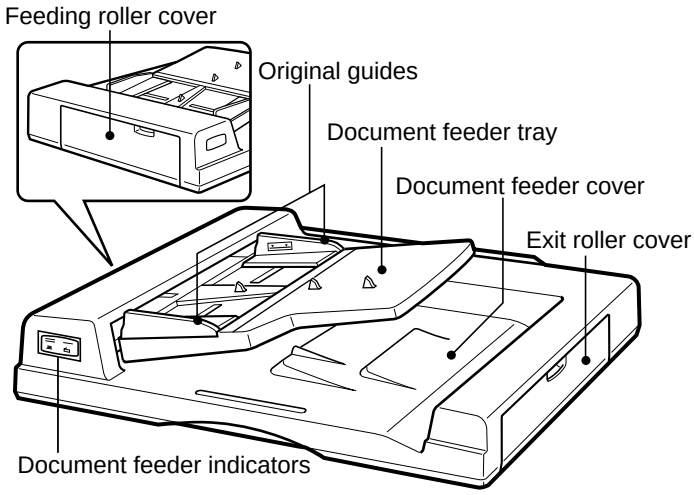
REVERSING AUTOMATIC DOCUMENT FEEDER (SF-A58)

The reversing automatic document feeder (RADF) will handle A5 to A3 (5-1/2" x 8-1/2" to 11" x 17") originals. Two-sided originals can be copied automatically without having to manually turn them over.

PART NAMES



Document feeder indicators

Original feed indicator
Indicates the originals in the tray will be fed.

Original reminder
Indicates an original is still on the document glass.

Specifications

Acceptable originals	Weight: Single-sided originals: 50 to 128 g/m² (14 to 34 lbs.) Two-sided originals: 50 to 128 g/m² (14 to 34 lbs.) for A5 and A4 (5-1/2" x 8-1/2" and 8-1/2" x 11") originals. 50 to 110 g/m² (14 to 29 lbs.) for B4 and A3 (8-1/2" x 14" and 11" x 17") originals. Size: A5 to A3 (5-1/2" x 8-1/2" to 11" x 17") Capacity: Up to 50 sheets for A5, A4, and B4 (5-1/2" x 8-1/2", 8-1/2" x 11", and 8-1/2" x 14") originals provided the total aggregate thickness does not exceed 6.5 mm or 1/4" (50 to 80 g/m² or 14 to 20 lbs.) or 5 mm or 3/16" (80 to 128 g/m² or 21 to 34 lbs.) Up to 30 sheets for A3 (11" x 17") originals In some regions, 216 mm x 330 mm (8-1/2" x 13") size can be used as a standard size. The capacity for this size is 50.
Power supply	Drawn from the copier
Weight	Approx. 12 kg (26.5 lbs.)
Dimensions	592 mm (W) x 521 mm (D) x 148 mm (H) (23-5/16" (W) x 20-33/64" (D) x 5-53/64" (H))

Specifications are subject to change for improvement without notice.

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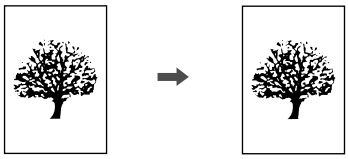
Using the RADF

NOTES:

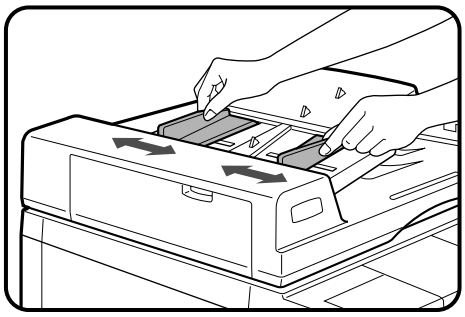
- Before loading originals into the document feeder tray, be sure to remove any staples or paper clips from them. The RADF can handle a maximum of 50 originals.
- Badly damaged originals may misfeed in the RADF. It is recommended that these be copied from the document glass and the copies be used as original documents.
- When feeding originals which have closely spaced binding holes punched along an edge, place the originals so that the punched edge is positioned to the right or along the side guides.
- Special originals such as transparency film and tracing paper should not be fed from the RADF, but should be placed on the document glass.
- Duplex copying will not work when a non-standard sized paper is used. (Duplex copying can be performed only when an optional duplex module is installed.)
- Different size originals with the same width can be placed in the document feeder tray and automatically copied onto copy paper of their respective sizes.
  The automatic copy ratio selection will not function in this case.
- Image loss (max. 4 mm (5/32")) can occur at the leading and trailing edges of the copies.

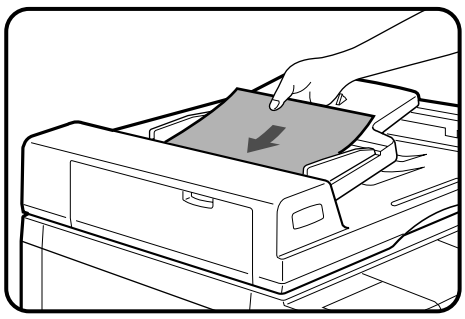
Stream feeding mode
The stream feeding mode allows easy operation of continuous copying from the RADF. If the stream feeding mode has been enabled using key operator program P47, the original feed indicator will continue to blink for approximately 5 seconds after feeding of all originals is completed. While this indicator is blinking, any new originals placed in the document feeder tray will be fed and copied automatically. If the stream feeding mode has been disabled, the START key must be pressed each time the originals are set even immediately after completion of a copy run from the RADF. The default setting of the stream feeding mode is “OFF”.

★ ***KEY OPERATOR*** ***See page 92 of the KEY OPERATOR'S GUIDE for information on setting the stream feeding mode.***



1-sided copies of 1-sided originals





1 **Adjust the original guides to the size of the originals and set the originals face up in the document feeder tray.**

- The original size will be indicated in the message display, and the paper tray with the corresponding paper size will be automatically selected.
- If an original is left on the document glass, the original reminder indicator will blink. Remove the original from the document glass in this case.
- If copy paper of the required size is not installed in any of the trays, the following message will appear.

LOAD □□ PAPER.

If a tray of the required size is not installed, use the manual feed tray and press the TRAY SELECT key to select the manual feed tray.

- To copy onto a different size paper, use the TRAY SELECT key to make the selection.

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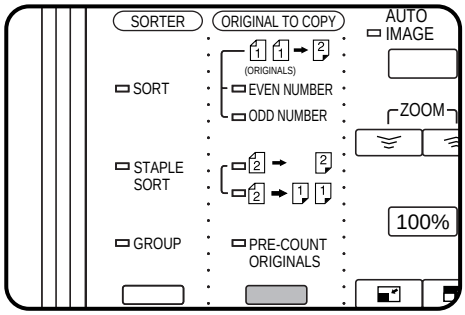
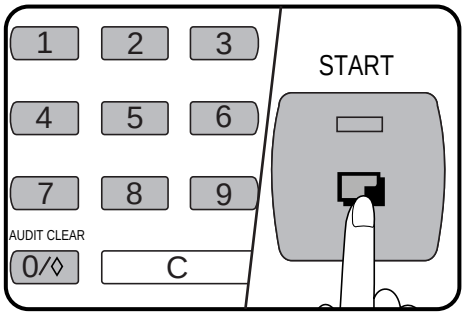


2 **Ensure that the 1-sided to 1-sided copying mode is selected in the ORIGINAL TO COPY section of the operation panel.**

- When no indicator in the ORIGINAL TO COPY section is lit, the 1-sided to 1-sided copying mode is selected.

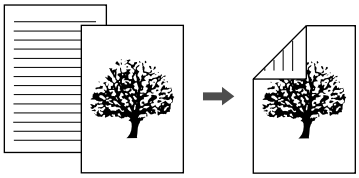


3 **Use the 10-key pad to enter the desired number of copies.**

- The number will be shown in the copy quantity display.
- Use the clear (C) key to cancel an entry if a mistake has been made.

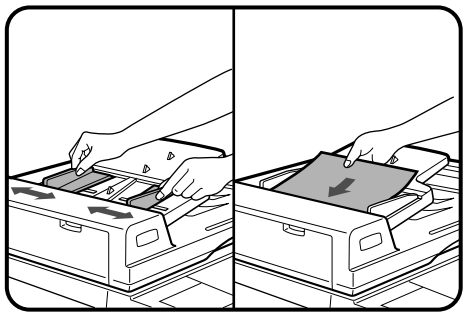
4 **Press the START key.**

- To cancel a copy run, press the CLEAR ALL (CA) key. Copying will stop and the RADF will output any originals which have been fed. Also, the number in the copy quantity display will be reset to 0.

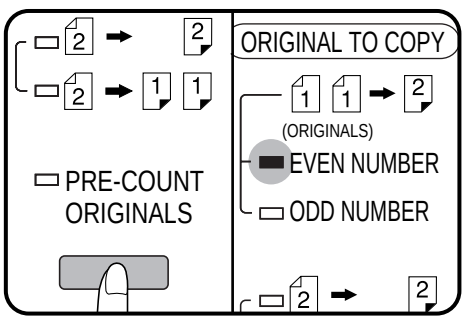


2-sided copies from 1-sided originals

An optional duplex module must be installed for 2-sided copying.



1 **Adjust the original guides to the size of the originals and set the originals face up in the document feeder tray.**



2 **If the number of originals is known, use the ORIGINAL TO COPY key to select EVEN NUMBER or ODD NUMBER in the ORIGINAL TO COPY section of the operation panel, then proceed to step 3. If the number of originals is not known, select PRE-COUNT ORIGINALS for an automatic count by the RADF and press the START key.**

- The following message will appear.

```
THE NUMBER OF ORIGINALS IS --.
```

- When the count is complete and the number is known, replace the originals in the document feeder tray and select EVEN NUMBER or ODD NUMBER as above.

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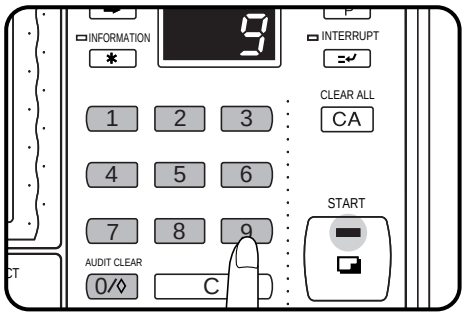
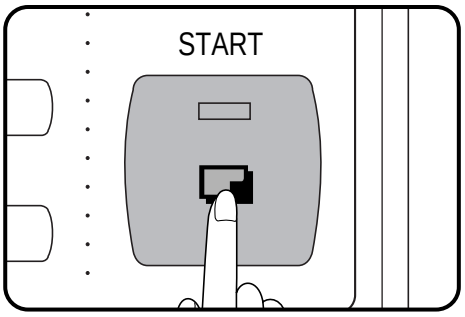


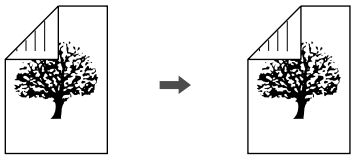
3 **Enter the desired number of copies.**

- The maximum number of copies in the two-sided copy mode is 50 for A5, A4, and A4R (8-1/2" x 11" and 8-1/2" x 11"R) and 30 for B4 and A3 (8-1/2" x 14" and 11" x 17") paper. If the specified number of copies exceeds the above number, the copy quantity display will display the maximum allowable number after copying starts. If an optional sorter is installed, the display will change to 20 after copying starts (in sort mode).



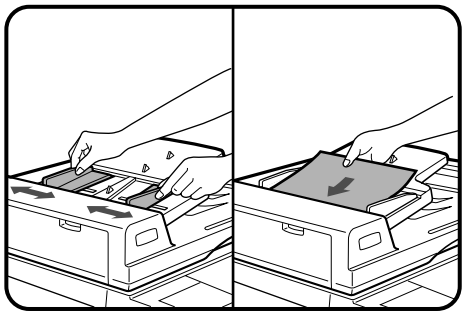
4 **Press the START key.**

- To cancel a copy run during duplex copying, press the CLEAR ALL (CA) key. Manually remove any copies remaining in the duplex module following the procedure for removing misfed paper from the duplex module. (See page 35.)

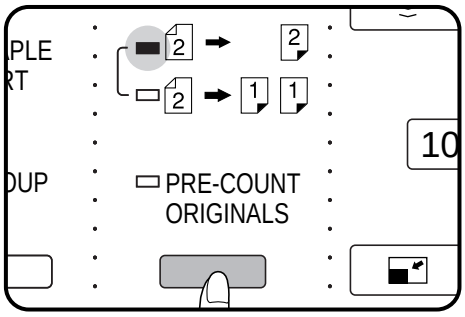


2-sided copies from 2-sided originals

An optional duplex module must be installed for 2-sided copying.



1 **Adjust the original guides to the size of the originals and set the originals face up in the document feeder tray.**



2 **Use the ORIGINAL TO COPY key to select 2 ➡ 2.**

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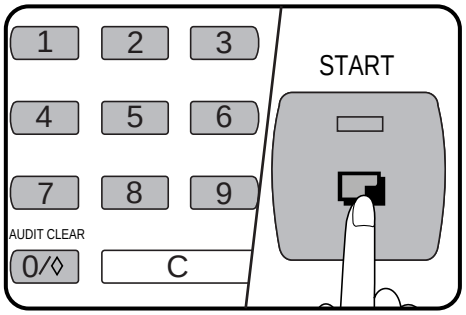
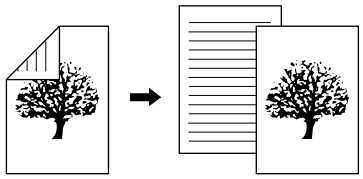


3 **Enter the desired number of copies.**

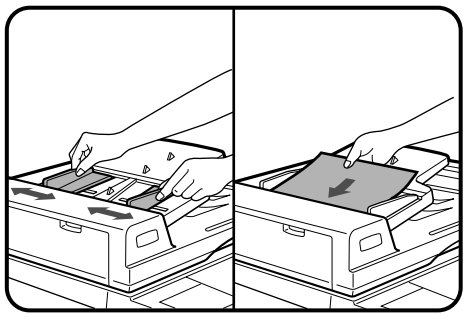
- The maximum number of copies in the two-sided copy mode is 50 for A5, A4, and A4R (8-1/2" x 11" and 8-1/2" x 11"R) and 30 for B4 and A3 (8-1/2" x 14" and 11" x 17") paper. If the specified number of copies exceeds the above number, the copy quantity display will display the maximum allowable number after copying starts. If an optional sorter is installed, the display will change to 20 after copying starts (in sort mode).

4 **Press the START key.**

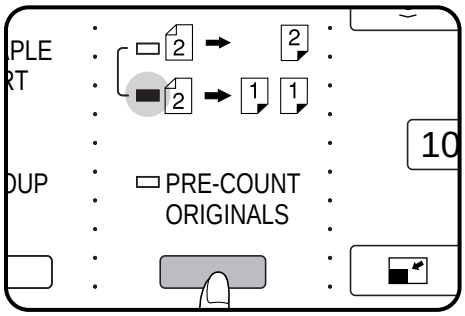
- To cancel a copy run during duplex copying, press the CLEAR ALL (CA) key. Manually remove any copies remaining in the duplex module following the procedure for removing misfed paper from the duplex module. (See page 35.)



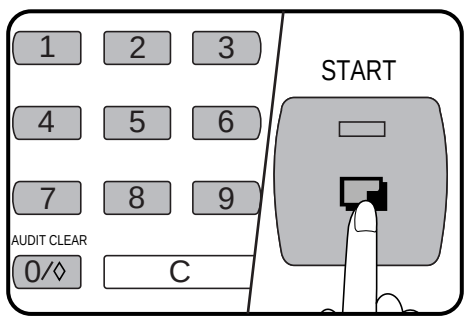
1-sided copies from 2-sided originals



1 **Adjust the original guides to the size of the originals and set the originals face up in the document feeder tray.**



2 **Use the ORIGINAL TO COPY key to select 2 → 1 1.**



3 **Enter the desired number of copies.**

4 **Press the START key.**

- To cancel a copy run, press the CLEAR ALL (CA) key. Copying will stop and the RADF will output any originals which have been fed. Also, the number in the copy quantity display will be reset to 0.

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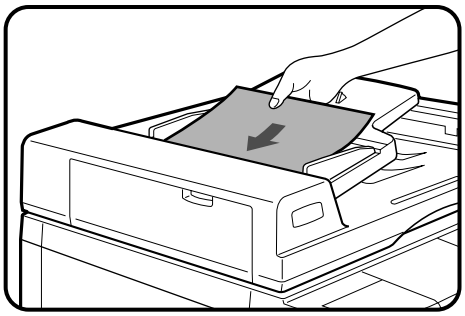
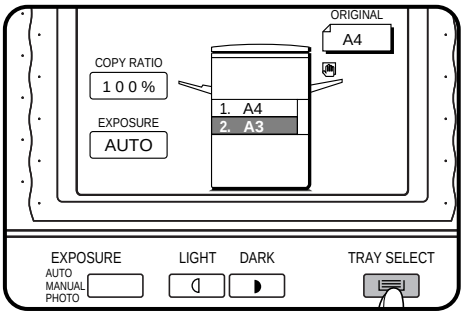
Automatic reduction/enlargement

Reduction and enlargement ratios can be selected automatically with the AUTO IMAGE key.



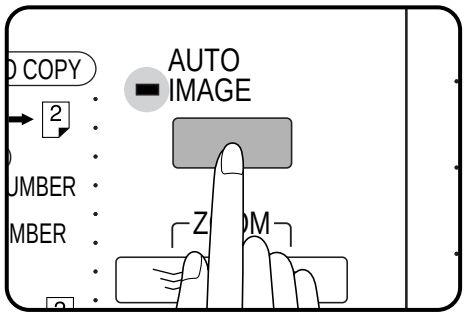
1 **Adjust the original guides to the size of the originals and set the originals face up in the document feeder tray.**

- The original size will be detected and indicated in the message display.



2 **Use the TRAY SELECT key to select the paper tray with the desired paper size.**

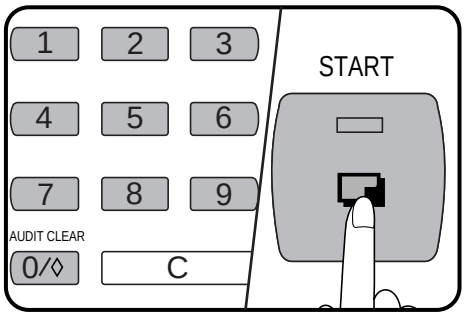
NOTE:
This feature will not work when original or copy paper is of non-standard size.



3 **Press the AUTO IMAGE key.**

- The best reduction or enlargement ratio for the selected paper size will be automatically set.
- If the size and orientation of the original do not correspond to standard reduction/enlargement ratios for the selected paper tray, then the following message will appear to indicate how the original should be placed.

ROTATE ORIGINAL 90° FROM TO .



4 **Enter the desired number of copies.**

5 **Press the START key.**

- To cancel the automatic reduction/enlargement mode, press the 100% key.

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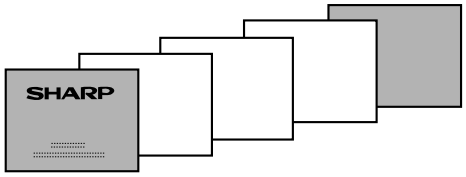
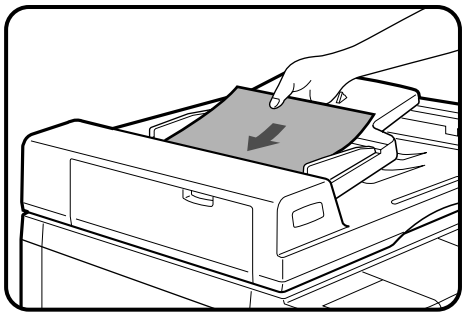
Covers

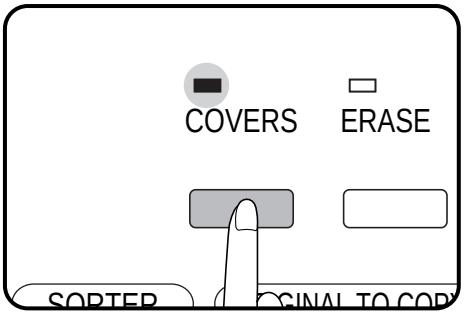


The COVERS feature is used to place covers on the front, back, or both the front and back of multipage documents.

- Front cover sheets can be copied on, but only on the front side even in the 1-sided to 2-sided and 2-sided to 2-sided copy modes. When the front of a 2-sided original is copied onto a cover, the back side of that original will not be copied at all.
- Back cover sheets cannot be copied on, either on the front side or on the back side.
- Cover sheets must be fed from the manual feed tray and must be the same size as the copy paper being used to copy the document.
- When the COVERS feature is selected, the stream feeding mode of the RADF will always be off. See page 50 for the stream feeding mode.

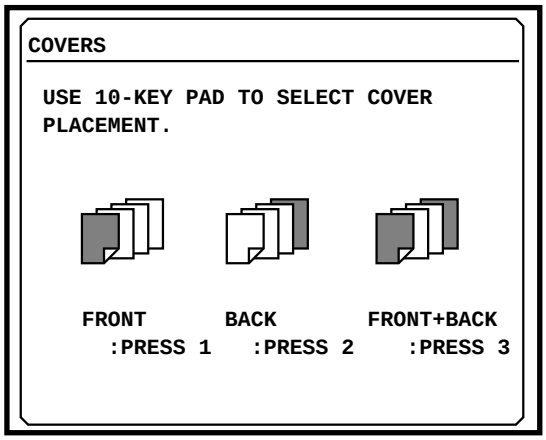


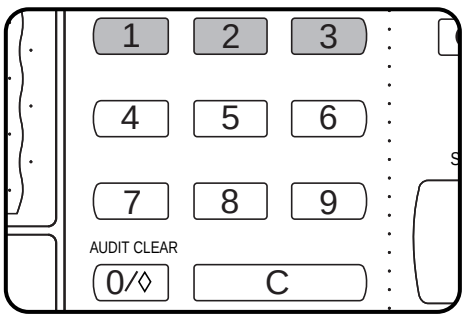
1 **Place the originals face up in the document feeder tray.**



2 **Press the COVERS key.**

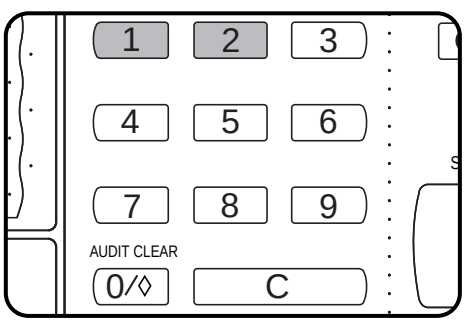
- The following message will appear.





3 **Select cover placement by pressing key 1, 2, or 3 on the 10-key pad.**

- If FRONT or FRONT+BACK is selected, the message "**PRINT ON FRONT COVER? USE 10-KEY PAD TO SELECT. YES: PRESS 1 NO: PRESS 2**" will appear.
- If BACK is selected, the message in step 4 will appear.



4 **Select YES or NO by pressing key 1 or 2 on the 10-key pad.**

- If yes is selected, the first page of the document will be copied onto the front cover sheet.
- In either case, the following message will appear.

```
USE DOCUMENT FEEDER.
LOAD COVER STOCK INTO THE MANUAL FEED
TRAY.
```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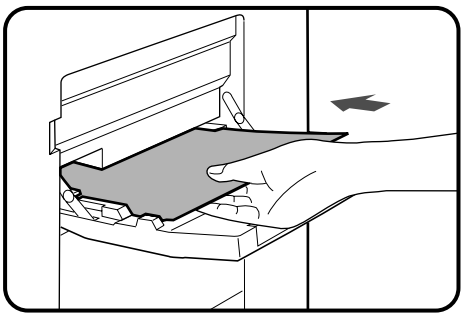
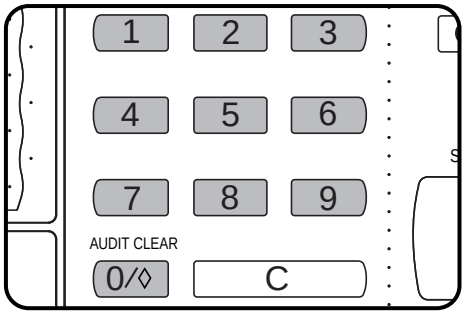
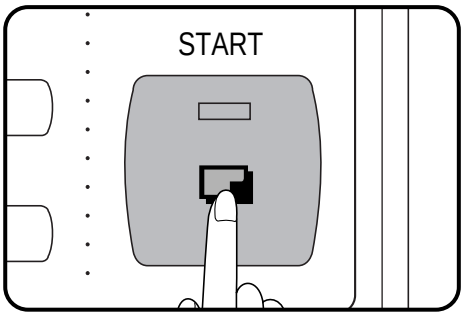


5 **Load the cover stock into the manual feed tray, making sure that the cover stock is the same size as the copy paper.**

- The START key indicator will light up.



6 **Make all other desired copier selections and enter the desired number of copies.**



7 **Press the START key.**

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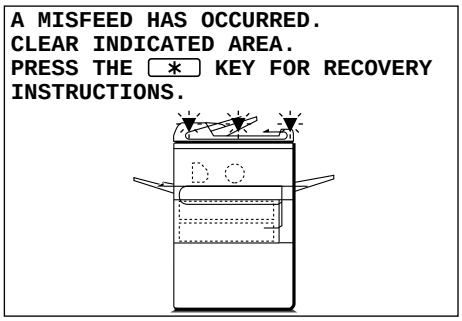
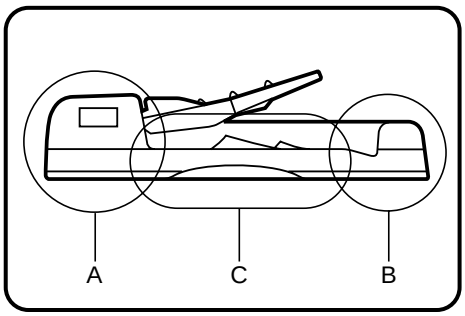
Misfeed removal

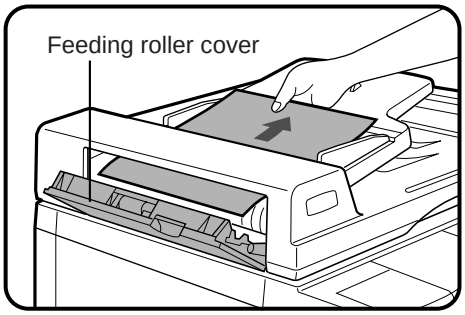


When the RADF misfeeds an original sheet, the copier will stop and the misfeed message will appear.
Press the INFORMATION and SCROLL DISPLAY keys for more detailed information as necessary.



An original misfeed may occur at one of three locations: (A) in the RADF feed section, (B) in the exit roller, or (C) under the transport belt.

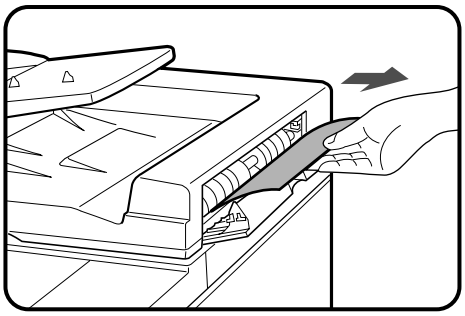
Location A



(A) Open the feeding roller cover and pull the original gently to the right and out from the document feeder tray.

- Be sure to open and close the document feeder cover to cancel the misfeed display.

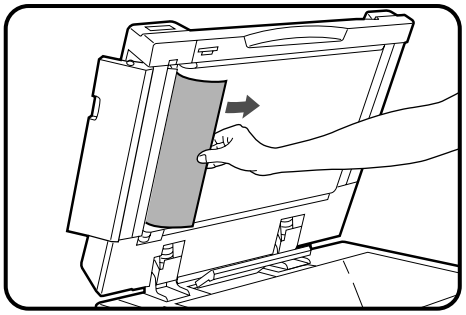
Location B



(B) Open the exit roller cover and gently pull the original out.

- Be sure to open and close the document feeder cover to cancel the misfeed display.

Location C



(C) Open the feeding roller cover, open the document feeder cover, and remove the original.

NOTE:
After misfed originals are removed from locations A, B and/or C, a message may appear indicating the number of originals which must be returned to the document feeder tray. Return the originals and press the START key to resume copying.

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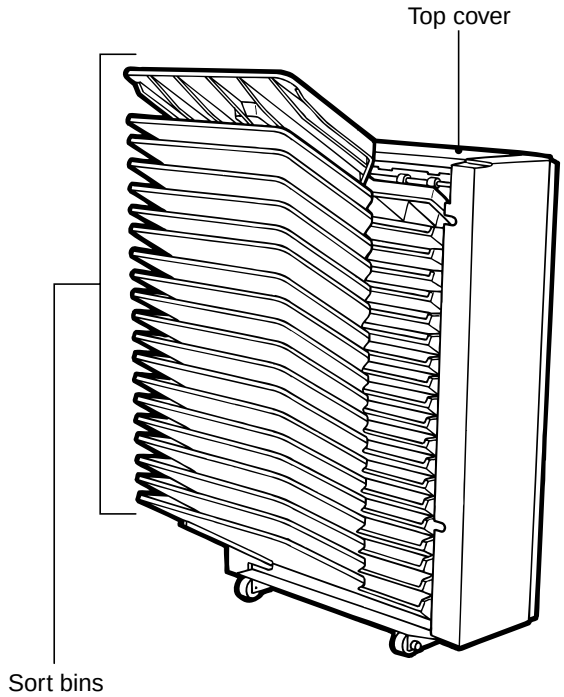
20-BIN SORTER (SF-S15)
20-BIN STAPLE SORTER (SF-S56)

The SF-S15 20-Bin Sorter has two sorter modes for different copying jobs: one sorts copies into sets matching the sequence of the originals and the second groups copies from different originals into separate sort bins.
The SF-S56 20-Bin Staple Sorter has, in addition to the above two modes, a STAPLE SORT mode. Sorted copies can be automatically stapled together.
The maximum allowable number of copies varies with the selected mode.
The number of copies will be automatically reset to the maximum number allowable for the selected mode when copying begins if this maximum is exceeded.

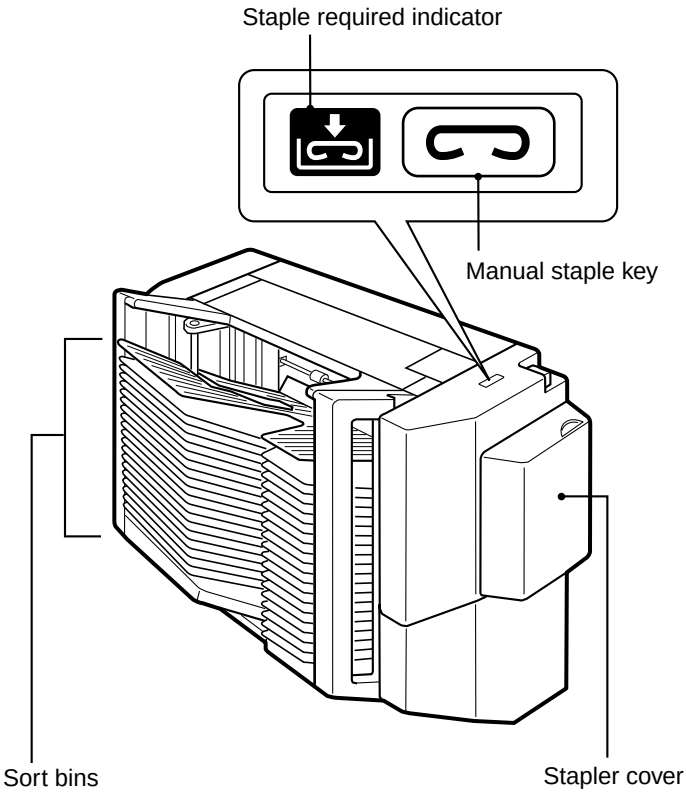
NOTE:
To install a sorter or a staple sorter, an optional stand/3000-sheet paper drawer (SF-D23), stand/500-sheet paper drawer (SF-D24) or an equivalent stand must be installed.

PART NAMES

SF-S15



SF-S56



CAUTION

Do not put pressure on the sorter or subject it to undue force.

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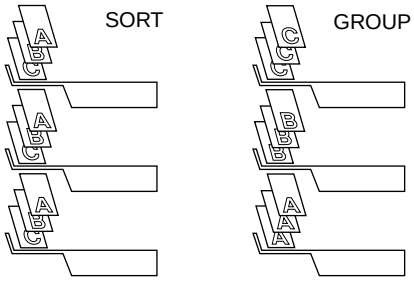
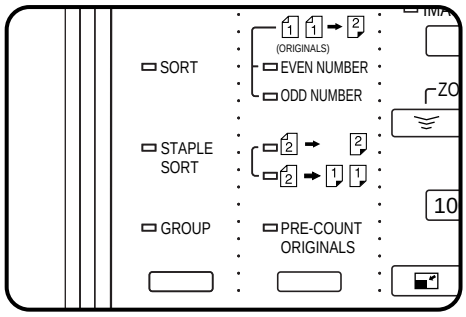
Using a sorter



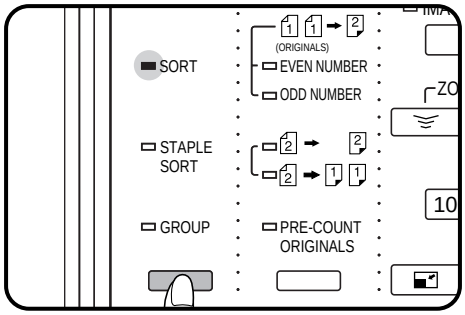
Press the SORTER key to select the desired mode.
(The STAPLE SORT mode cannot be selected for the SF-S15.)

To cancel the mode, press the SORTER key until the SORT, STAPLE SORT, and GROUP indicators all go out.



NON-SORT

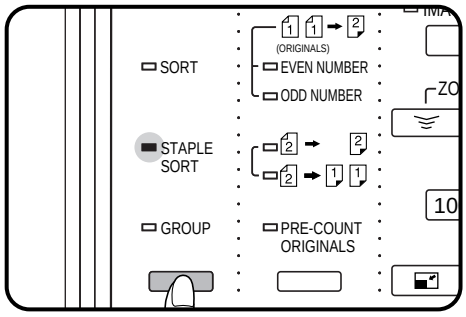
When none of the three sorter modes, SORT, STAPLE SORT or GROUP is selected, the copier is in the NON-SORT mode. In this mode, all copies will be deposited in the top bin of the sorter.
Be sure to use the NON-SORT mode when copying onto special papers such as transparency film or label stock.



SORT

Press the SORTER key to select the SORT mode.

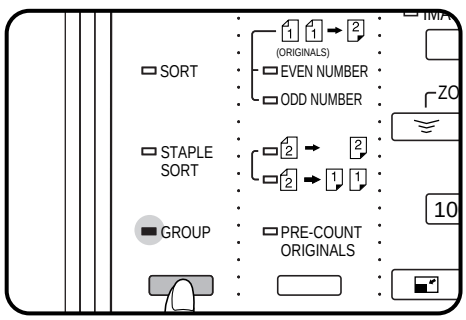
SORT is used for automatic copy collating. Copies of each original will be sequentially deposited in the sort bins.



STAPLE SORT (SF–S56 only)

Press the SORTER key to select the STAPLE SORT mode.

In this mode, copies will be automatically sorted and finished sets of copies can be stapled with the manual staple key.
When used in conjunction with an optional RADF, sorted copies will be automatically stapled.



GROUP

Press the SORTER key to select the GROUP mode.

In the GROUP mode, all copies of the same original will be deposited in the same bin.

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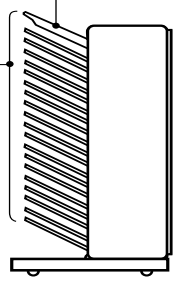
SORTER CAPACITIES

SF-S15

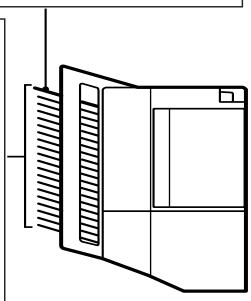
Top bin
100 sheets in the NON-SORT mode

Sort bins
Up to 50 per bin in the SORT mode
Up to 30 per bin in the GROUP mode



SF-S56

Top bin
100 sheets in the NON-SORT mode
(60 sheets for B4 and A3 (8-1/2" x 14" and 11" x 17"))



Sort bins
Sort Mode:

Paper size	Bin capacity (max.)
A5, A4, A4R, 8-1/2" x 11" (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R, A4)	50
B4, A3 (8-1/2" x 14", 11" x 17")	25

Staple Sort Mode:

Paper size	Bin capacity (max.)
A4, A4R, 8-1/2" x 11" (8-1/2" x 11", 8-1/2" x 11"R, A4)	50
B4, A3 (8-1/2" x 14", 11" x 17")	25

Group Mode:

Paper size	Bin capacity (max.)
A5, A4, 8-1/2" x 11" (5-1/2" x 8-1/2", 8-1/2" x 11", A4)	30
A4R, B4, A3 (8-1/2" x 11"R, 8-1/2" x 14", 11" x 17")	25

The limits for the number of originals which can be used and the number of copies that can be set for each paper size are as follows:

SF-S15

Mode	Paper size	Max. No. of originals	Max. No. of copies to be set
NON-SORT	Min.: A6 (5-1/2" x 8-1/2") Max.: A3 (11" x 17")	–	100
SORT	A4, A4R, B4, A3, 8-1/2" x 11" (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17", A4)	50	20
GROUP		20	30

SF-S56

Mode	Paper size	Max. No. of originals	Max. No. of copies to be set
NON-SORT	Min.: A5 (5-1/2" x 8-1/2") Max.: A3 (11" x 17")	–	100
SORT	A5, A4, A4R, 8-1/2" x 11" (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R, A4)	50	20
	B4, A3 (8-1/2" x 14", 11" x 17")	25	
STAPLE SORT	A4, A4R, 8-1/2" x 11" (8-1/2" x 11", 8-1/2" x 11"R, A4)	50	20
	B4, A3 (8-1/2" x 14", 11" x 17")	25	
GROUP	A5, A4, 8-1/2" x 11" (5-1/2" x 8-1/2", 8-1/2" x 11", A4)	20	30
	A4R, B4, A3 (8-1/2" x 11"R, 8-1/2" x 14", 11" x 17")		25

NOTES:

- If the specified number of copies is more than the maximum number of copies that can be set, the copy quantity display will change to the corresponding number in the above table in the SORT, STAPLE SORT, or GROUP mode after copying starts.
- When making single-sided copies from two-sided originals, the maximum number of originals that can be copied is half the number shown in the above table.
- Do not use special paper in the SORT, STAPLE SORT, or GROUP mode.

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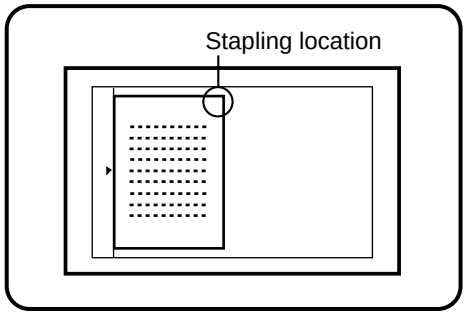
Staple sort (SF-S56 only)

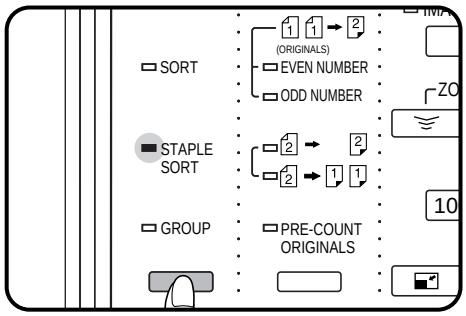
The STAPLE SORT mode staples copies of A4, A4R, B4, A3, and 8-1/2" x 11" (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17", and A4) sizes. For other paper sizes, use the manual stapling mode. See page 63.

Using the document glass



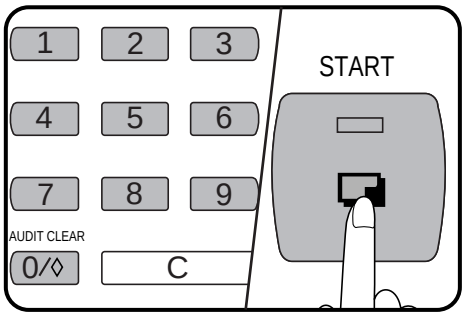
1 **Set the original on the document glass with the corner to be stapled to the upper right.**

- Copy from the last page to the first page.
- If the number of copies to be delivered into each bin is more than 50 for A4, A4R or 8-1/2" x 11" (8-1/2" x 11", 8-1/2" x 11"R or A4) paper or 25 for B4 or A3 (8-1/2" x 14" or 11" x 17") paper, the copies will not be stapled.



2 **Press the SORTER key to select the STAPLE SORT mode.**

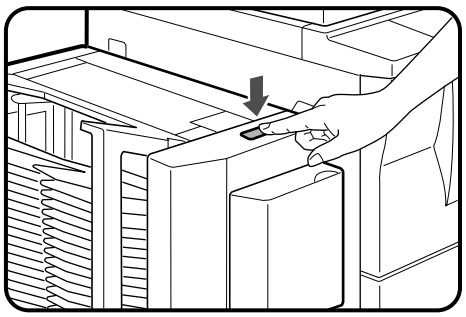
- Make sure that there is no paper in any sort bin before selecting the STAPLE SORT mode.



3 **Set the number of copies.**

- Up to 20 sets can be made.

4 **Press the START key.**



5 **When all copies are made and sorted, press the manual staple key.**

- Each set of copies will be stapled.
- Sets of copies containing copies of different width will not be stapled.

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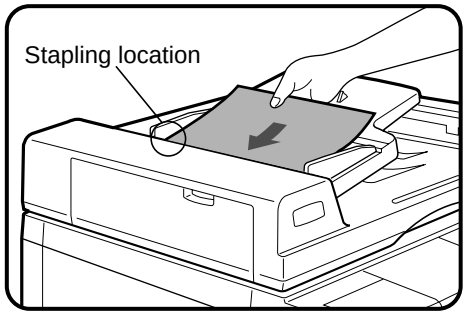
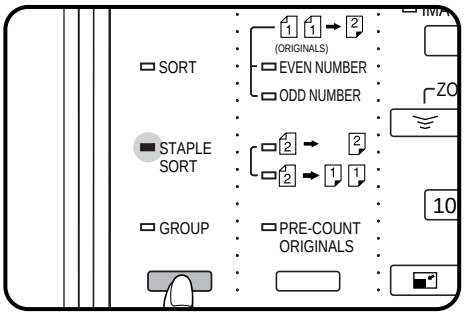
Using the RADF



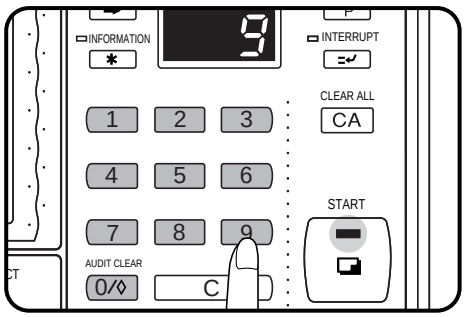
1 **Set the originals in the document feeder tray face up with the stapling position in the upper left corner.**

- If the number of copies to be delivered into each bin is more than 50 for A4, A4R, or 8-1/2" x 11" (8-1/2" x 11", 8-1/2" x 11"R or A4) paper or 25 for B4 or A3 (8-1/2" x 14" or 11" x 17") paper, the copies will not be stapled.



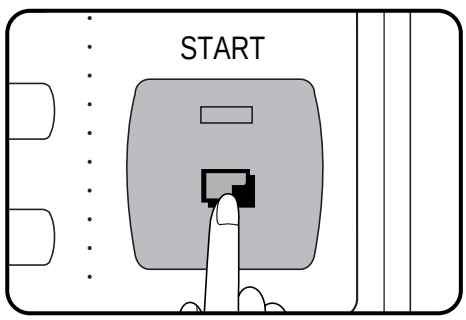
2 **Press the SORTER key to select the STAPLE SORT mode.**

- Make sure that there is no paper in any sort bin before selecting the STAPLE SORT mode.



3 **Set the number of copies.**

- Up to 20 sets can be made.



4 **Press the START key.**

- When copying and sorting are completed, each set of copies will be automatically stapled.
- Sets of copies containing copies of different width will not be stapled.

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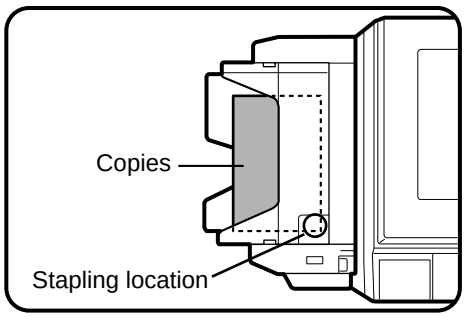
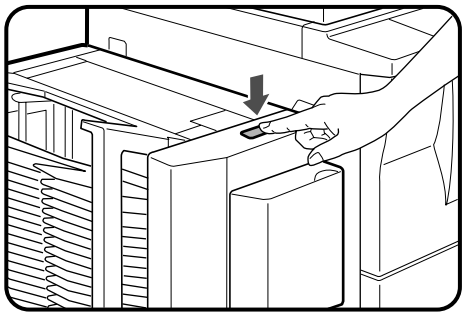
Manual stapling

To use the stapling feature only, without using the STAPLE SORT mode, follow the procedure below.





1 **Align the edges of the copies to be stapled.**

2 **Place the set of copies into the top bin, making sure the edges are flush with the inner right corner, as shown in the figure.**

- Make sure that there is no paper in the other sort bins. If there is, the manual staple key will not light up.
- Up to 50 sheets of paper can be stapled together. Exceeding this maximum may result in damage to the stapler.

3 **Press the manual staple key when it lights up.**

- The set of copies will be stapled.

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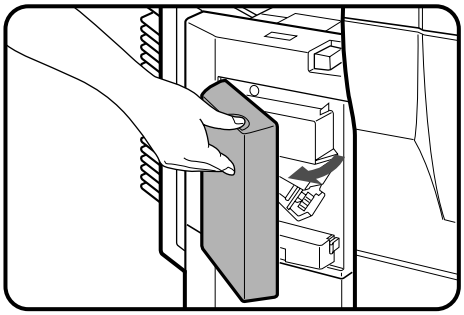
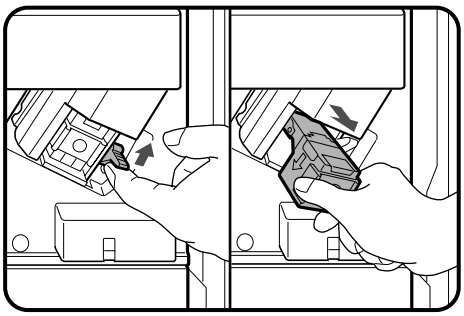
Staple cartridge replacement

When the staple cartridge becomes empty, the message "**ADD STAPLES. FOLLOW INSTRUCTIONS INSIDE THE SORTER.**" will appear. Replace the staple cartridge as follows:

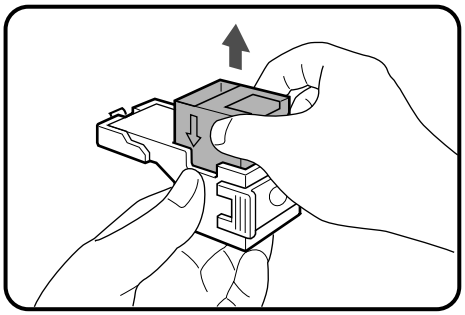


1 **Open the stapler cover.**

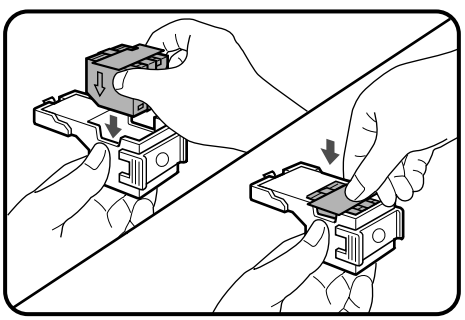


2 **Lift the release lever and pull out the staple box.**

- Lift the release lever to unlock the staple box. Then pull out the box.



3 **Remove the empty staple cartridge from inside the staple box.**



4 **Insert the new staple cartridge into the box until it clicks in place.**

- Insert the new cartridge by aligning the arrows on the cartridge with those on the box. Check that the cartridge locks in place by pulling it slightly.
- The cartridge holds 5,000 staples.

NOTE:
Be sure not to remove the rear paper and tape before inserting the cartridge.

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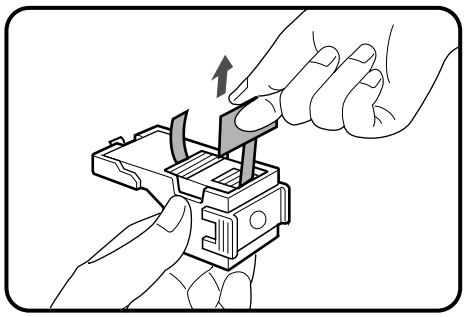
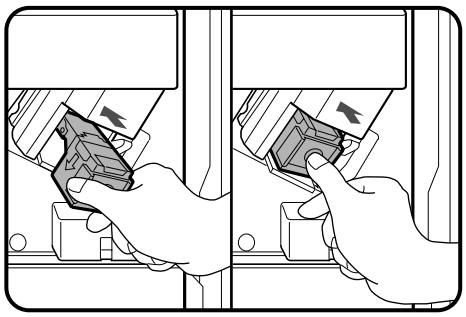
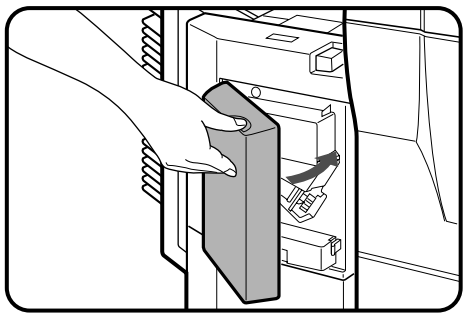


5 **Remove the rear paper and tape from the cartridge.**

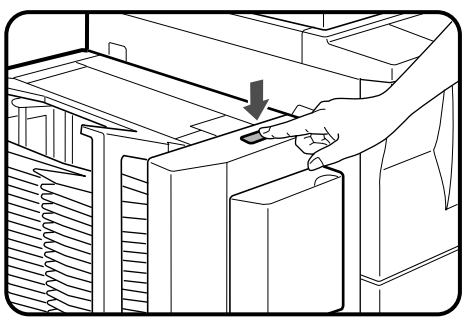
- Pull them straight. If they are pulled obliquely, the tape may be torn.



6 **Insert the staple box into the stapler until it clicks in place.**



7 **Close the stapler cover.**



8 **Place a sheet of paper into the top bin. Press the manual staple (⊂⊃) key on the staple sorter when it lights up.**

- Check to see whether the sheet is stapled.
  If it is not stapled, press the manual staple key again.
- If the stapler does not operate properly even after replacement, a staple may be jammed in it. See next page.
- Staples for the staple sorter are available from your Sharp dealer.

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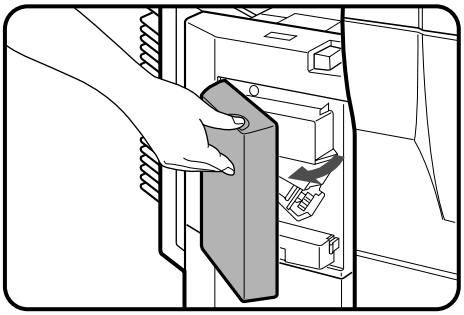
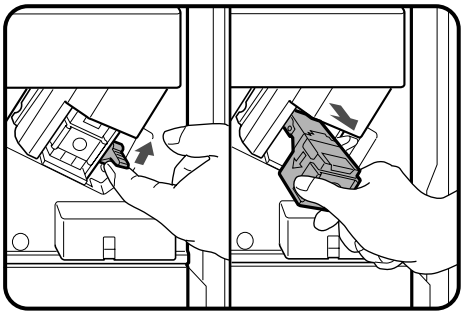
Staple jam removal

If staples become jammed in the stapler, the message "**REMOVE THE STAPLER AND CHECK IT.**" will appear. Remove the jammed staples in the manner described below:

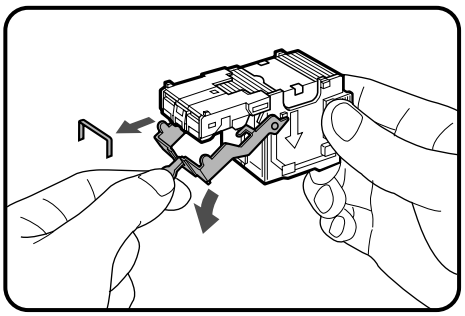


1 **Open the stapler cover.**

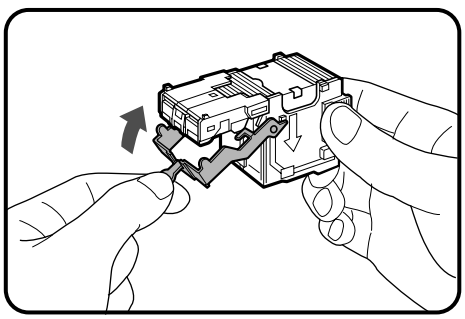


2 **Lift the release lever and pull out the staple box.**

- Lift the release lever to unlock the staple box. Then pull out the box.



3 **Lower the lever at the end of the staple box and remove the jammed staples.**



4 **Return the lever to its original position.**

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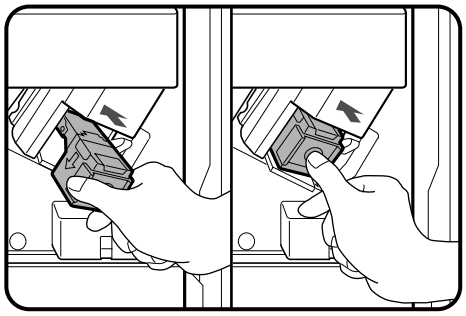
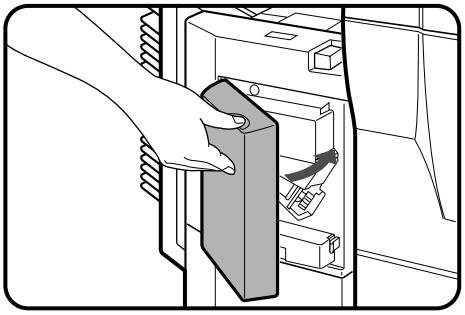
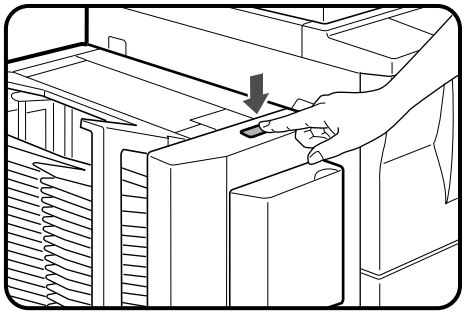


5 **Insert the staple box into the stapler unit until it clicks in place.**



6 **Close the stapler cover.**



7 **Following the stapling procedure on page 63, staple a copy to check that the stapler works properly.**

- If it does not, repeat this procedure until it does.

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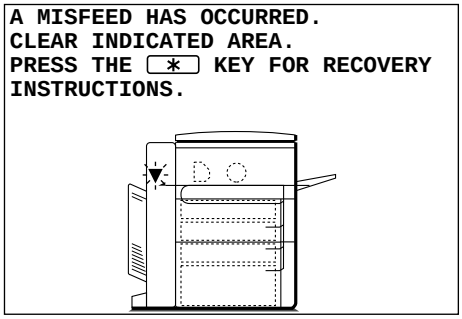
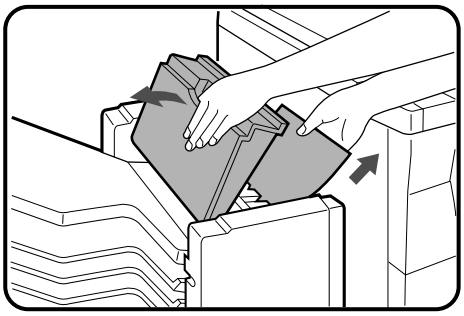
Misfeed removal



The copier will stop when a misfeed occurs.
The message "**A MISFEED HAS OCCURRED. CLEAR INDICATED AREA. PRESS THE * KEY FOR RECOVERY INSTRUCTIONS.**" will appear with a display of paper misfeed locations. Press the INFORMATION and SCROLL DISPLAY keys for more detailed information as necessary.

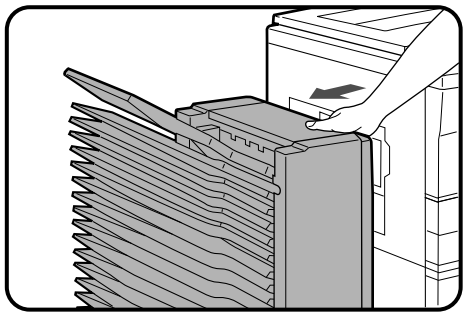
SF-S15 20-bin sorter



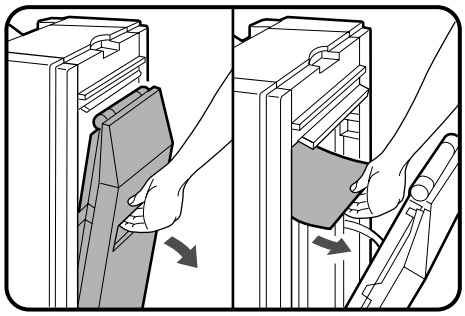
1 **Open the top cover and remove the misfed paper.**

2 **Close the top cover.**

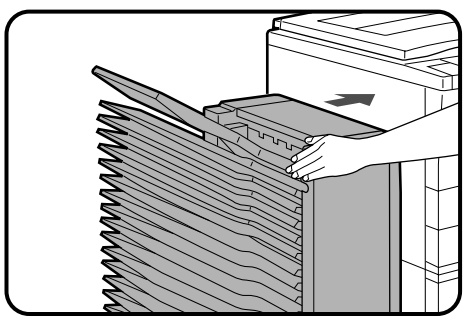
- Confirm that the misfeed display is cleared.



3 **If the message indicating a misfeed is still displayed, or the misfed paper cannot be seen from the top, slide the sorter carefully away from the copier.**



4 **Open the side cover and remove any misfed paper.**



5 **Close the side cover and push the sorter back against the copier.**

- Confirm that the misfeed display is cleared.
- If the message indicating a misfeed is still displayed, check the inside of the copier and remove any remaining misfed paper.

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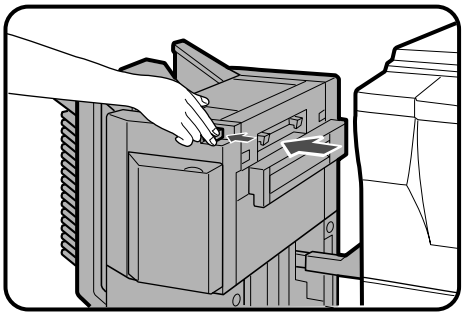
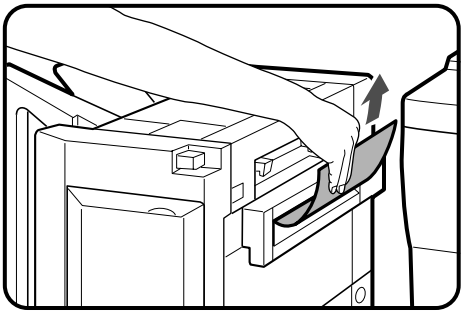
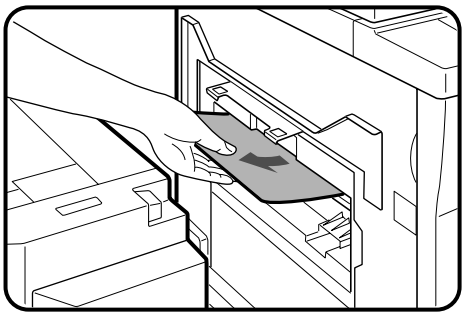
SF-S56 20-bin staple sorter

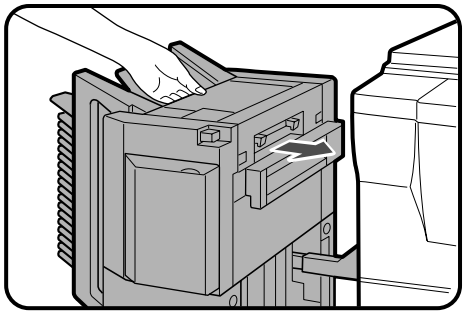


1 **Push the sorter release button and slide the sorter carefully along the guides away from the copier.**



2 **Remove the misfed paper from the sorter or from the exit area of the copier.**





3 **Slide the sorter back toward the copier and latch it into place.**

- Confirm that the misfeed display is cleared.
- If the message indicating a misfeed is still displayed, check the inside of the copier and remove any remaining misfed paper.

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Specifications

SF-S15

No. of bins	20
Bin capacity	NON-SORT: 100 sheets (top bin) SORT: 50 sheets GROUP: 30 sheets
Paper size	Top bin: Max. A3 (11" x 17") Min. A6 (5-1/2" x8-1/2") Sort bins: Max. A3 (11" x 17") Min. A4 (8-1/2" x 11")
Power supply	Drawn from the copier
Weight	Approx. 31 kg (68.4 lbs.)
Dimensions	500 mm (W) x 520 mm (D) x 957 mm (H) (19-11/16" (W) x 20-31/64" (D) x 37-11/16" (H))

SF-S56

No. of bins	20
Bin capacity	NON-SORT: 100 sheets (top bin) (60 sheets for B4 and A3 (8-1/2" x 14" and 11" x 17")) SORT: 50 sheets (A5, A4, A4R, and 8-1/2" x 11" (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R, and A4)) 25 sheets (B4 and A3 (8-1/2" x 14" and 11" x 17")) STAPLE SORT: 50 sheets (A4, A4R, and 8-1/2" x 11" (8-1/2" x 11", 8-1/2" x 11"R, and A4)) 25 sheets (B4 and A3 (8-1/2" x 14" and 11" x 17")) GROUP: 30 sheets (A5, A4, and 8-1/2" x 11" (5-1/2" x 8-1/2", 8-1/2" x 11", and A4)) 25 sheets (A4R, B4, and A3 (8-1/2" x 11"R, 8-1/2" x 14", and 11" x 17")) In some regions, 216 mm x 330 mm (8-1/2" x 13") size paper can be used additionally. The bin capacity for this size is 60 sheets in the NON-SORT mode and 25 sheets in the SORT, STAPLE SORT, and GROUP modes.
Paper size	Max. A3 (11" x 17") Min. A5 (5-1/2" x 8-1/2")
Stapling capacity	50 sheets (80 g/m^2 (21 lbs.))
Power supply	Drawn from the copier
Weight	Approx. 26 kg (57.4 lbs.)
Dimensions	434 mm (W) x 594 mm (D) x 624 mm (H) (17-3/32" (W) x 23-25/64" (D) x 24-37/64" (H))

Specifications are subject to change for improvement without notice.

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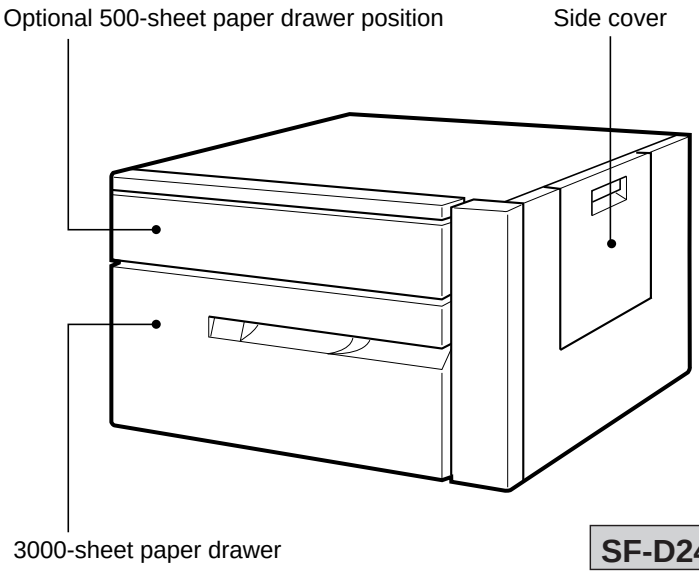
STAND/3000-SHEET PAPER DRAWER (SF-D23)
STAND/500-SHEET PAPER DRAWER (SF-D24)

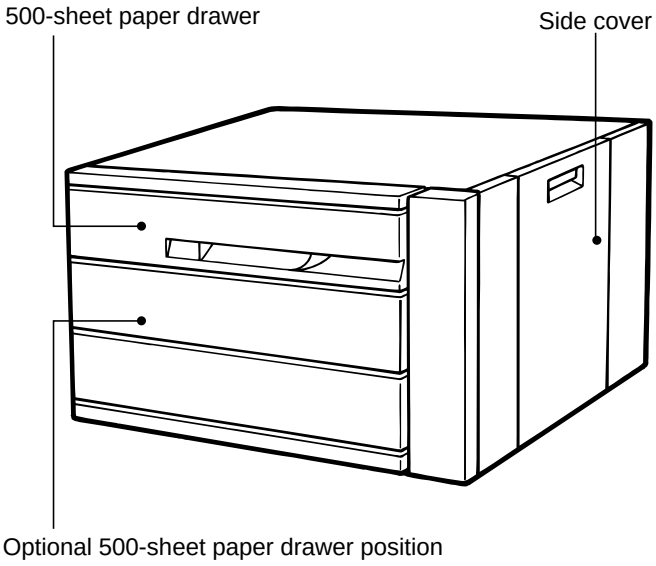
These optional stands with paper trays provide the convenience of increased paper capacity for the copier and make a choice of paper sizes readily available for copying. Even greater paper capacity and size flexibility are available when the stands are equipped with an optional auxiliary 500-sheet paper drawer (SF-CM11).
The SF-D23 is available with a 3000-sheet paper drawer alone or in combination with an optional auxiliary 500-sheet paper drawer for a total capacity of 3,500 sheets.
The SF-D24 is available with a 500-sheet paper drawer alone or with an optional auxiliary 500-sheet paper drawer for the additional flexibility of two-feeds with a total capacity of 1,000 sheets.

PART NAMES

SF-D23



SF-D24



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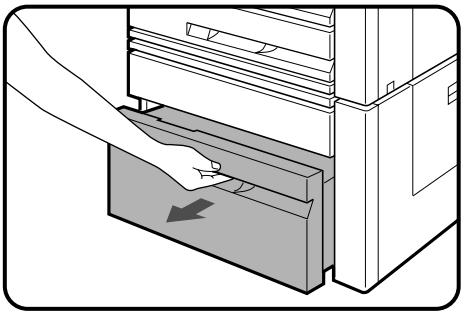
Loading copy paper

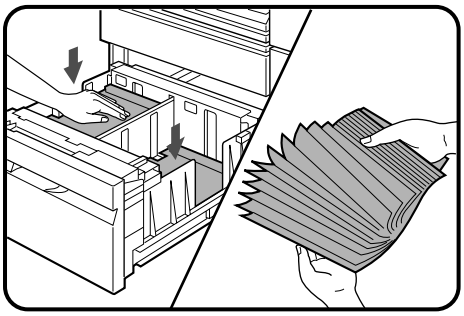
The size of the copy paper for the paper tray will be set by Sharp service personnel according to your request when you purchase the copier. If a different paper size setting is required, contact your authorised Sharp Service Centre.

- SF-D23
  Only A4 (8-1/2" x 11") sized paper can be loaded to the 3000-sheet paper drawer.
- SF-D24
  The 500-sheet paper drawer is available in four different paper sizes: A4, A4R, B4, and A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14" and 11" x 17").

Stand/3000-sheet paper drawer (SF-D23)

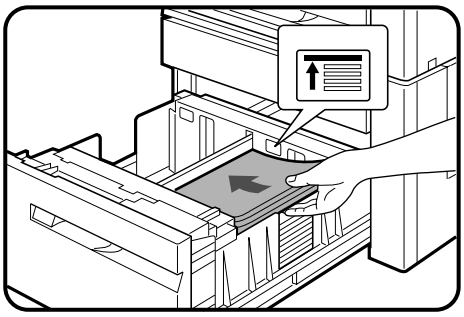


1 **Gently pull out the paper drawer.**



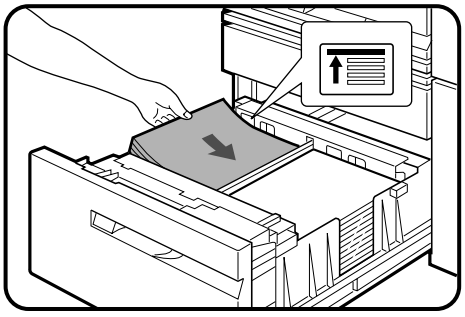
2 **Push down the left and right feed tables in the paper drawer.**

3 **Fan the copy paper before loading it.**



4 **Load copy paper onto the left and right feed tables.**

- Each table holds 1,500 sheets of A4 (8-1/2" x 11") sized paper.
- Do not exceed the maximum height line.



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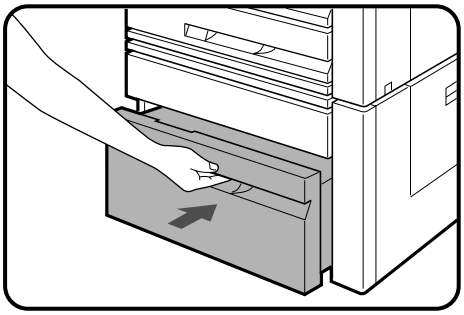
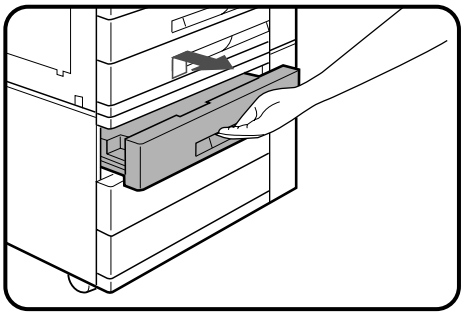
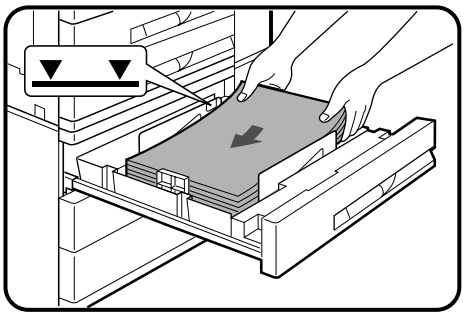


5 **Gently push back the paper drawer.**

Stand/500-sheet paper drawer (SF-D24)



1 **Pull out the 500-sheet paper drawer.**



2 **Fan the copy paper and insert it in the paper drawer.**

- The 500-sheet paper drawer holds up to 500 sheets of paper.
- Do not load paper above the maximum height line.

3 **Push the paper drawer firmly back into the copier.**

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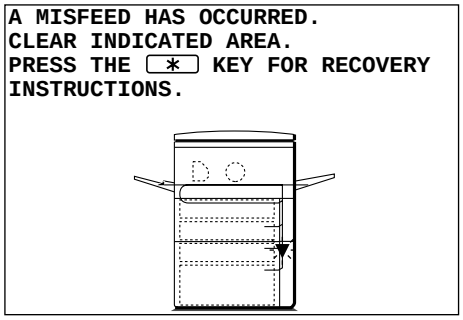
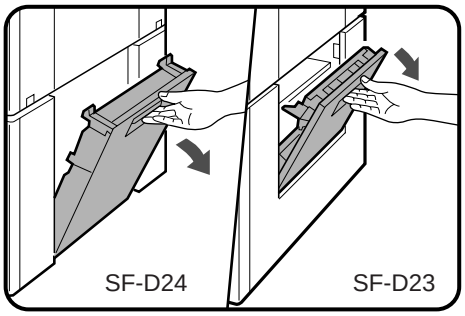
Misfeed removal

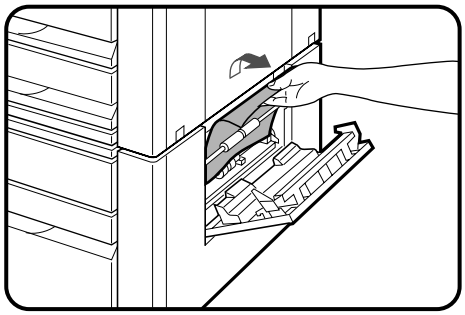


The copier will stop when a misfeed occurs.
The message "**A MISFEED HAS OCCURRED. CLEAR INDICATED AREA. PRESS THE [*] KEY FOR RECOVERY INSTRUCTIOS.**" will appear with a display of paper misfeed locations. Press the INFORMATION and SCROLL DISPLAY key for more detailed information as necessary.



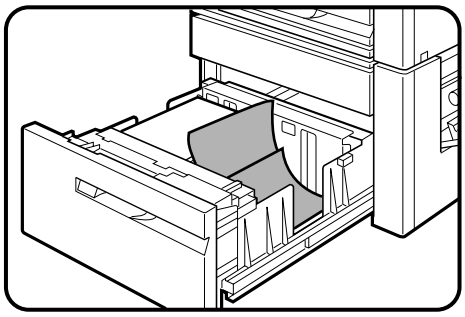
1 **Open the side cover and remove any misfed paper.**

- Be sure to perform this step before pulling out either of the paper drawers. If not, the paper may be torn as a drawer is opened.
- Be sure not to tear the misfed paper during removal.



SF-D23

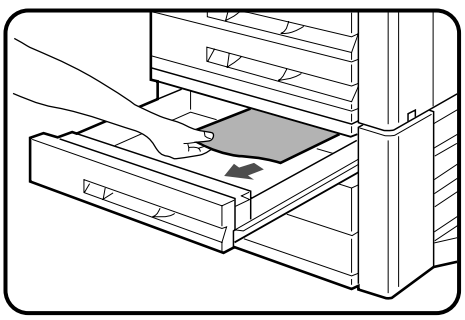
- If possible, remove the misfed paper by pulling upward on it as shown in the illustration.
  However, if the misfed paper has traveled well into the upper paper feed area, pull the paper downward.



2 **Gently lift and pull out the paper drawer. Remove any misfed paper.**

- Be careful not to tear the misfed paper during removal.
- Make sure that paper in the tray is still properly in place.

⇦ STAND/3000-SHEET PAPER DRAWER (SF-D23)



⇦ STAND/500-SHEET PAPER DRAWER (SF-D24)

3 **Close the paper drawer and the side cover.**

- Confirm that the misfeed display is cleared.

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Specifications

SF-D23

Paper size	A4 (8-1/2" x 11")
Paper weight	52 to 80 g/m^2 (14 lbs. to 21 lbs.)
Paper capacity	3,000 sheets of paper Total of 3,500 sheets of paper with an optional 500-sheet paper drawer installed
Weight	Approx. 37 kg (81.6 lbs.)
Dimensions	600 mm (W) x 625 mm (D) x 461 mm (H) (23-5/8" (W) x 24-39/64" (D) x 18-5/32" (H))

SF-D24

Paper size	A4 to A3 (8-1/2" x 11" to 11" x 17")
Paper weight	50 to 80 g/m^2 (13 lbs. to 21 lbs.)
Paper capacity	500 sheets of paper Total of 1,000 sheets of paper with an optional 500-sheet paper drawer installed
Weight	Approx. 27.2 kg (60 lbs.)
Dimensions	600 mm (W) x 625 mm (D) x 451 mm (H) (23-5/8" (W) x 24-39/64"(D) x 17-49/64" (H))

Specifications are subject to change for improvement without notice.

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KEY OPERATOR'S GUIDE

This KEY OPERATOR'S GUIDE section contains information on all of the programs used by the key operator. The programs allow the key operator to tailor many functions of the SF-2540 for specific modes of operation. These programs can only be accessed after a key operator code number has been entered.
Please familiarise yourself with this entire guide. Keep it handy, and refer to it for the information you need to keep the SF-2540 operating smoothly.

CONTENTS

Page

- **KEY OPERATOR CODE NUMBER (P19)** 78
  - Registering the key operator code number 78
- **KEY OPERATOR PROGRAMS** 79
  - Using the key operator programs 81
- **KEY OPERATOR ASSISTANCE CALL** 98
- **KEY OPERATOR CODE NUMBER: FACTORY SETTING** 99

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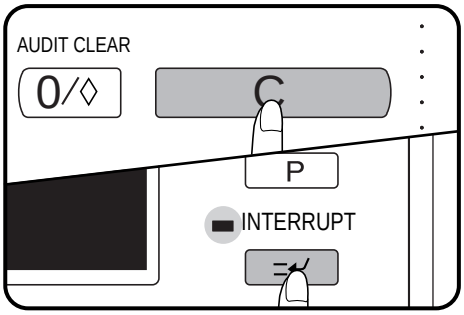
KEY OPERATOR CODE NUMBER (P19)

A key operator code number must be registered before a key operator program can be used. The key operator must remember this number. Only this registered number will allow access to the key operator programs.

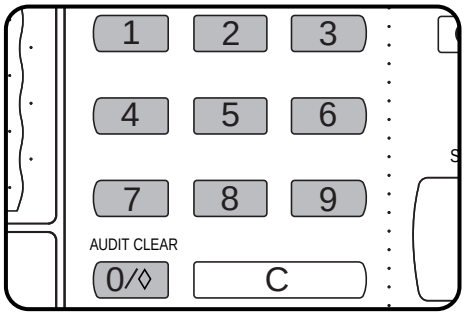


Registering the key operator code number

1 **Press the clear (C) key, the INTERRUPT key, and the clear key again.**

- The following message will appear.

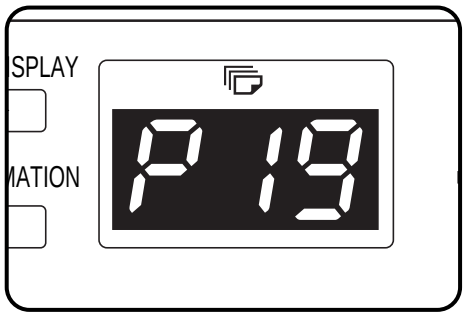
```
ENTER KEY OPERATOR CODE.          -----
```



2 **Enter your key operator code number using the 10-key pad.**

- When registering the key operator code number for the first time, enter the number that was set at the factory. (See page 99.)
- As the code number is entered, the dashes in the message will change to asterisks.
- When the entry is complete, a “P” will appear in the copy quantity display and the following message will appear.

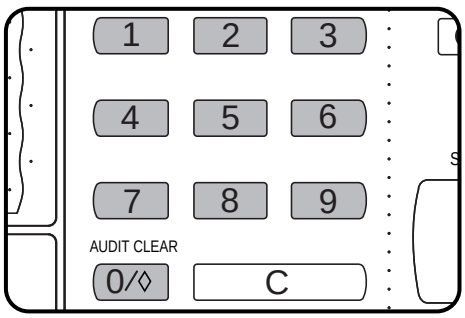
```
INPUT A PROGRAM NUMBER AND PRESS
THE START KEY.
```



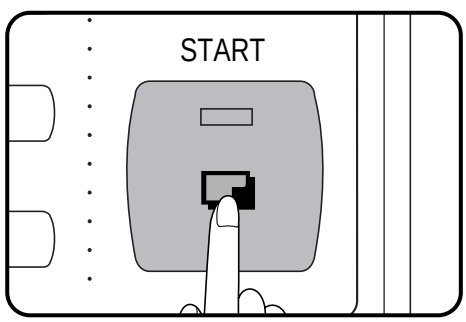
3 **Enter the number 19 using the 10-key pad and press the START key.**

- The following message will appear.

```
P19: KEY OPERATOR CODE NUMBER CHANGE.
INPUT A NEW CODE AND PRESS THE START
KEY.                          00000→-----
```



4 **Choose a new 5-digit code number and enter it using the 10-key pad.**



5 **Press the START key.**

- The code number will change from the factory setting to the new setting.
- “P” will appear in the copy quantity display.

6 **To continue with other key operator programs, enter the appropriate program code number.**
To exit the key operator program mode, press the CLEAR ALL key.

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KEY OPERATOR PROGRAMS

A complete list of all key operator programs is provided below. These programs can only be accessed by first entering the key operator code number.
If an optional Card Counter (SF-EA11) or Auditor (SF-EA12) is installed, key operator programs 10, 11, 13, 14, 16 and 18 cannot be accessed by way of the copier keys. In this case, settings for the auditing programs must be selected by using an optional Counter Commander (SF-EA13). The operation of the SF-EA11, SF-EA12, and SF-EA13 auditing system is described in a separate manual.

Program Code No.	Program Name	Function	Page No.
P10	Auditing Mode	Enables or disables the basic auditing mode, which controls access to copier.	82
P11	Number of Copies per Account	Displays the total number of copies made against account numbers.	82
P13	Resetting Account	Resets all audit accounts or selectively resets individual accounts.	82
P14	Account Number Control	Registers accounts, deletes accounts, changes an account number, or displays all registered account numbers.	83
P16	Account Limit Setting	Sets the maximum number of copies which can be made against a registered account number.	85
P18	Account Number Security	Guards against trial and error entering of audit account numbers.	86
P19	Key Operator Code Number Change	Changes the key operator code number.	87
P20	Auto Exposure Adjust	Lightens or darkens copies in the automatic exposure mode.	87
P21	Auto Power Shut-off Timer	Sets a time interval after which the copier automatically turns off.	87
P22	Toner Save Mode	Reduces toner consumption.	87
P23	Auto Clear Setting	Sets a time interval after which the copier returns to the initial settings.	88
P24	Add or Change Extra Preset Ratio	Adds or changes a reduction or enlargement preset copy ratio.	88
P25	Setting a Maximum Number of Copies	Sets the maximum number of copies that can be selected.	89
P26	Initial Margin Shift Setting	Sets the initial margin shift values.	89
P27	Erase Width Adjustment	Sets the amount of the erase area.	89
P28	Initial Status Setting	Sets the copier's initial settings in the ready condition.	90
P29	Total Copy Count	Recalls the total copy counts of the copier, document feeder, duplex module, and stapler.	90

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Program Code No.	Program Name	Function	Page No.
P31	Preheat Mode Setting	Sets the time that elapses before the copier enters the preheat mode after copying is completed.	91
P42	Right/Left Shift Direction Selection	Determines whether shift direction change is to be allowed.	91
P43	Erase Mode Initial Setting	Selects the erase mode's initial setting.	91
P45	Message Time Setting	Sets the length of time that messages are displayed.	92
P46	Require Key Operator Code	Prevents the copier from being started by people other than key operator.	92
P47	Stream Feeding Mode	Enables the stream feeding mode for copying from the optional document feeder.	92
P52	Override Sorter Bin Capacity Limit	Cancel limit control of operation in case of bin capacity overflow	93
P70	Disabling of Auto Paper Selection	Prevents automatic paper selection.	93
P71	Disabling of Auto Tray Switching	Prevents automatic switching between the paper trays.	93
P72	Prohibiting of Manual Feed Tray in Duplex Copy	Prohibits the use of the manual feed tray during duplex copying. (Duplex copying can be performed when an optional duplex module is installed.)	94
P73	Disabling Deletion of Job Programs	Prevents stored programs from being replaced or deleted.	94
P74	Disabling of Document Feeder	Prevents the use of the optional document feeder when it malfunctions.	94
P75	Disabling of Duplex Copying	Temporarily prevents the optional duplex system from operating when it malfunctions. Allows the use of the copier but not the duplex system.	95
P76	Disabling of Stapler	Prevents damage to the stapler while awaiting repair service. (The staple sorter is optional.)	95
P77	Disabling of Covers	Prevents the selection of COVERS mode. (The COVERS mode can be used when an optional document feeder is installed.)	95
P83	Enabling of PC/Modem Access	Provides or prevents access to key operator programs through a PC/modem without key operator code entry.	96
P86	Disablling of Auto Power Shut-off Mode	Disables the auto power shut-off mode.	96
P90	Display the List of All P Codes	Sequentially displays all available programs.	97

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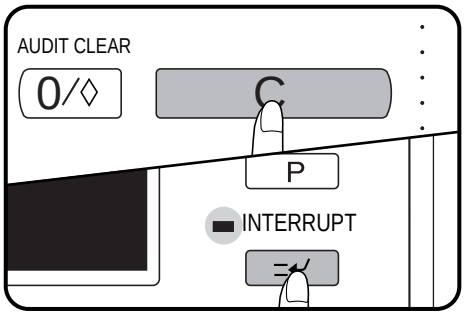
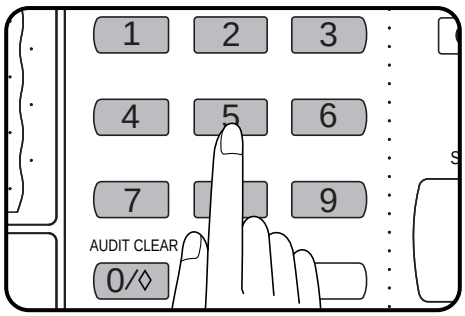
Using the key operator programs



1 **Press the clear (C) key, the INTERRUPT key, and the clear key again.**

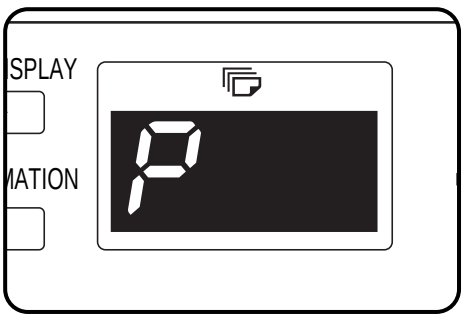
- The following message will appear.

```
ENTER KEY OPERATOR CODE.          -----
```



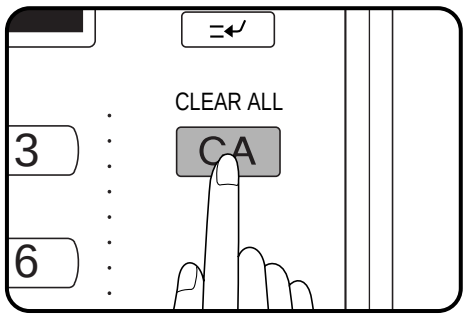
2 **Enter the key operator code number.**

- The dashes in the message will change to asterisks. If the entered code number is correct, a “P” will appear in the copy quantity display.



3 **Enter the desired 2-digit program code number and press the START key.**

- If a mistake is made during entry, press the clear key to clear the entry.
- The message display will show the number and name of the program.
- In some programs, the current setting will be displayed or highlighted in the message display.



4 **Follow instructions for the program.**

- When all steps for the program have been completed or when the PROGRAM key is pressed to exit the program, a “P” will appear in the copy quantity display so that another program can be selected.

5 **To exit the key operator program mode, press the CLEAR ALL key.**

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P10 Auditing Mode

Program P10 is used to enable or disable the basic auditing mode.
When disabled, the message in the display will be "**READY TO COPY.**" Access to copying is open to any operator.
When enabled, the message in the display will be "**ENTER YOUR ACCOUNT NUMBER. -----**". Copying in this state is limited to operators with an assigned 5-digit account number.
A maximum of 50, 5-digit account numbers can be assigned. Use key operator program P14 to assign account numbers.
When P10 is entered, the following message will appear.

```
P10: AUDITING MODE.
 1.ENABLE          2.DISABLE
```

To enable the auditing mode, press key 1.
To disable the auditing mode, press key 2.

P11 Number of Copies per Account

Program P11 is used to display the total number of copies made against each account number.
A3 (11" x 17") copies are counted as two copies. Covers are counted as one copy.
When P11 is entered, the following message will appear.

```
P11: NUMBER OF COPIES PER ACCOUNT.
INPUT ACCOUNT NUMBER TO BE DISPLAYED
AND PRESS THE START KEY.
ACCOUNT NUMBER   NUMBER OF COPIES MADE
         _____                _______
```

1. **Input the account number and press the START key.**
   - The number of copies made will be displayed.
2. **Continue with step 1 for other account numbers.**
   Press the SCROLL DISPLAY key to advance through the accounts.
   Press the PROGRAM key to exit the program.

P13 Resetting Account

Program P13 is used to reset all audit accounts or to selectively reset individual accounts.
When P13 is entered, the following message will appear.

```
P13: RESETTING ACCOUNT.
 1.ALL ACCOUNTS    2.SINGLE ACCOUNT
```


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To reset all accounts

Press key 1.

To reset a single account

1. **Press key 2.**
   - The following message will appear.

```
INPUT ACCOUNT NUMBER TO BE RESET
AND PRESS THE START KEY.          -----
```

2. **Enter the account number to be reset.**
3. **Press the START key.**
4. **Continue with steps 2 and 3 for other account numbers. Press the PROGRAM key to exit the program.**

P14 Account Number Control

Program P14 is used to register accounts, delete accounts, change an account number, or display all account numbers.
When P14 is entered, the following message will appear.

```
P14: ACCOUNT NUMBER CONTROL.
 1.ENTER 2.DELETE 3.CHANGE 4.DISPLAY
```

To register accounts

1. **Press key 1.**
   - The following message will appear.

```
INPUT ACCOUNT NUMBER TO BE REGISTERED
AND PRESS THE START KEY.          -----
```

2. **Enter a 5-digit account number.**
3. **Press the START key.**
   - If a number that is already registered is entered, the message "**THIS NUMBER IS ALREADY USED.**" will appear. Another number must be chosen.
4. **To enter other account numbers, repeat steps 2 and 3. Press the PROGRAM key to exit the program.**

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To delete accounts

1. **Press key 2.**
   - The following message will appear.

```
DELETE ACCOUNT #: 1.ALL ACCOUNTS
                  2.INDIVIDUAL ACCOUNT
```

2. **To delete all accounts, press key 1.** (A message will appear to confirm the selection. Press key 1 to delete all accounts. If you decide not to delete all accounts, press key 2.)
   To delete an individual account, press key 2 when the message in step 1 is displayed and follow the message instructions.

```
INPUT ACCOUNT NUMBER TO BE DELETED
AND PRESS THE START KEY.          -----
```

3. **Enter the account number to be deleted.**

4. **Press the START key.**

5. **Continue with steps 3 and 4 for other account numbers. Press the PROGRAM key to exit the program.**

To change an account number

1. **Press key 3.**
   - The following message will appear.

```
INPUT ACCOUNT NUMBER TO BE CHANGED
AND PRESS THE START KEY.          -----
```

2. **Enter the account number to be changed.**

3. **Press the START key.**
   - The following message will appear.

```
INPUT A NEW ACCOUNT NUMBER AND PRESS
THE START KEY.          □□□□□  →-----
```

4. **Enter a new account number.**

5. **Press the START key.**
   - If a number that is already registered is entered, the message "**THIS NUMBER IS ALREADY USED.**" will appear. Another number must be chosen.

6. **To change other account numbers, repeat steps 2 to 5. Press the PROGRAM key to exit the program.**

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To display all registered account numbers

1. **Press key 4.**
   - The following message will appear.

```
ACCOUNT NUMBER DISPLAY (PAGE  1)
TO SEE PAGE  2: PRESS THE [→] KEY.
□□□□□  □□□□□  □□□□□  □□□□□  □□□□□
□□□□□  □□□□□  □□□□□  □□□□□  □□□□□
```

2. **If you want to see the next display, press the SCROLL DISPLAY key. Press the PROGRAM key to exit the program.**

P16 Account Limit Setting

Program P16 is used to set the maximum number of copies which can be made against a registered account number.
When P16 is entered, the following message will appear.

```
P16: ACCOUNT LIMIT SETTING.
 1.SET LIMIT       2.CANCEL LIMIT
```

To set a limit

1. **Press key 1.**
   - The following message will appear.

```
INPUT ACCOUNT NUMBER TO BE LIMITED
AND PRESS THE START KEY.          -----
```

2. **Enter the account number to be limited.**
   - To set a limit for all accounts, skip the account number entry and proceed to the next step.

3. **Press the START key.**
   - The following message will appear.

```
INPUT MAXIMUM NUMBER OF COPIES FOR
ACCOUNT AND PRESS THE START KEY.
ACCOUNT NUMBER         MAXIMUM
        □□□□□            000,000
```

4. **Enter the upper limit (max. 999,999) for the account.**

5. **Press the START key.**

6. **To limit other accounts, repeat steps 2 to 5. Press the PROGRAM key to exit the program.**

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To cancel a limit

1. **Press key 2.**
   - The following message will appear.

```
CANCEL LIMITS: 1.ALL ACCOUNTS
               2.INDIVIDUAL ACCOUNT
```

2. **Press key 2 again.**
   - The following message will appear.

```
ACCOUNT NUMBER.     -----
PRESS THE START KEY TO CANCEL LIMIT.
```

3. **Enter the account number for which the limit is to be cancelled.**
4. **Press the START key.**
5. **To cancel other account limits, repeat steps 3 and 4. Press the PROGRAM key to exit the program.**

To cancel all limits

1. **Press key 2.**
2. **Press key 1.**
   - The following message will appear.

```
CANCEL ALL ACCOUNTS?
 1.YES             2.NO
```

3. **Press key 1.**

P18 Account Number Security

Program P18 is used to make it difficult for users to gain access to accounts by entering code numbers through trial and error. If P18 is selected and an operator enters three successive invalid account numbers, the copier will not accept another number for one minute and the message "**PLEASE SEE YOUR KEY OPERATOR FOR ASSISTANCE.**" will appear.
When P18 is entered, the following message will appear.

```
P18: ACCOUNT NUMBER SECURITY.
MESSAGE REQUIRED WHEN 3 SUCCESSIVE
INPUT ERRORS ARE MADE FOR ACCOUNT?
 1.YES             2.NO
```

To enable the account number security function, press key 1.
To disable this function, press key 2.

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P19 Key Operator Code Number Change

See page 78, KEY OPERATOR CODE NUMBER.

P20 Auto Exposure Adjust

Use P20 to lighten or darken copies in the automatic exposure mode. The factory setting is “NORMAL.”
When P20 is entered, the following message will appear.

```
P20: AUTO EXPOSURE ADJUST.
 1.LIGHTEST    2.LIGHTER     3.NORMAL
 4.DARKER      5.DARKEST
```

Select the desired exposure level using the 10-key pad.

P21 Auto Power Shut-off Timer

The auto power shut-off mode is a function to turn off the power automatically once a programmed length of time has elapsed without any copier operation after the last copy of a run is made or power is turned on.
This function lowers the user’s electricity bill, reduces waste of natural resources, and cuts down on environmental pollution.
The programmed time is set to 60 minutes for this function on completion of shipment from the factory. The default time can be changed optionally within the prescribed range of time. We suggest you set the most appropriate time according to your usage pattern.
Use P21 to set the time interval. The time increments up to a 4 hour maximum.
When P21 is entered, the following message will appear.

```
P21: AUTO POWER SHUT-OFF TIMER.
SET THE TIME INTERVAL FROM LAST COPY
UNTIL POWER OFF IN 10 MIN. INCREMENTS.
–:–0 (4 HR. MAX.) AND PRESS
THE START KEY.
```

1. **Enter the time interval using the 10-key pad.**
2. **Press the START key.**

P22 Toner Save Mode

The toner save mode will reduce toner consumption by approximately 10% in the automatic and manual exposure modes. Copies will be lighter but still adequate for general use. Selection of this mode does not affect the photo mode.
When P22 is entered, the following message will appear.

```
P22: TONER SAVE MODE.
 1.ON              2.OFF
```

To turn on the toner save mode, press key 1.
To turn off the toner save mode, press key 2.

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P23 Auto Clear Setting

Use P23 to set the time interval to return the copier to the initial settings after the last copy of a run has been completed. The time can be set from 10 to 240 seconds in 10 second increments.
When P23 is entered, the following message will appear.

```
P23: AUTO CLEAR SETTING.
SET THE TIME FOR AUTO CLEAR       --0
(10 TO 240 SECONDS, 0:CANCEL).
PRESS THE START KEY AFTER ENTRY.
```

1. **Set the desired time interval using the 10–key pad.**
   - If you enter 0, the auto clear will be disabled.
2. **Press the START key.**

P24 Add or Change Extra Preset Ratio

One extra preset copy ratio can be added within either the reduction range (50% to 99%) or the enlargement range (101% to 200%). Only the added preset copy ratio can be changed. The standard preset copy ratios are fixed in memory and cannot be changed.
When P24 is entered, the following message will appear.

```
P24: ADD OR CHANGE EXTRA PRESET RATIO.
USE ZOOM KEYS TO SELECT NEW PRESET
RATIO AND PRESS THE START KEY.
PRESENT ---%, NEW ---%.
```

1. **Enter the desired copy ratio using the ZOOM keys.**
   - To cancel the extra preset ratio, skip this step and proceed to step 2.
2. **Press the START key.**

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P25 Setting a Maximum Number of Copies

Use P25 to limit the maximum number of copies per copy run which can be input in the copy quantity display.
When P25 is entered, the following message will appear.

```
P25: SETTING A MAXIMUM NUMBER OF
COPIES. ENTER THE NUMBER AND PRESS
THE START KEY.                  ---
```

Input the number using the 10-key pad and press the START key.

- A number from 1 to 999 can be set.

P26 Initial Margin Shift Setting

Set the initial margin shift value with this program.
When P26 is entered, the following message will appear.

(For inch system machines, the margin shift values are 0, 1/8", 1/4", 3/8", 1/2", and 5/8".)

P26: INITIAL MARGIN SHIFT SETTING.

SIDE 1		SIDE 2	
AMOUNT	PRESS	AMOUNT	PRESS
0	1	0	1
3mm	2	3mm	2
6mm	3	6mm	3
9mm	4	9mm	4
12mm	5	12mm	5
15mm	6	15mm	6

Select the desired values for the front side (side 1) and the second side (side 2) using the 10-key pad.

- If an optional duplex module is not installed, the value for the second side (side 2) cannot be set.

P27 Erase Width Adjustment

Set the amount of the erase area with this program.
When P27 is entered, the following message will appear.

(For inch system machines, the edge erase values are 1: 0-1/4", 2: 1/4"-1/2", and 3: 1/2"-3/4".)

```
P27: ERASE WIDTH ADJUSTMENT.
FOR EDGE ERASE MODE.
 1:0–6mm      2:6–12mm      3:12–18mm
```

1. **Make the selection for edge erase using the 10-key pad.**
   - The following message will appear.

(For inch system machines, the centre erase values are 1: 2/5", 2: 3/5", and 3: 4/5".)

```
FOR CENTRE ERASE MODE.
 1:10mm       2:15mm        3:20mm
```

2. **Make the selection for centre erase using the 10-key pad.**

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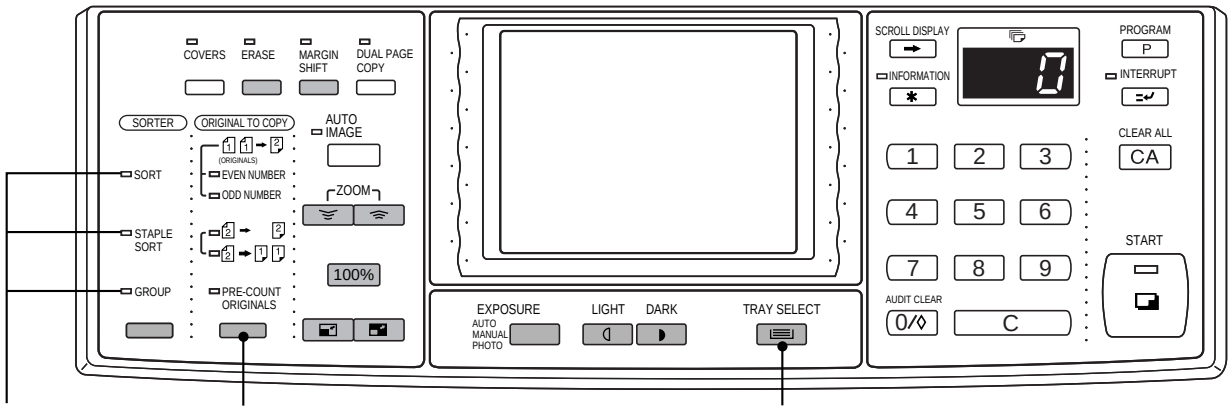
P28 Initial Status Setting

The copier will assume the initial settings when it is turned on, when the CLEAR ALL key is pressed, or when the auto clear interval has elapsed after a copy run. Use P28 to establish the initial settings.
When P28 is entered, the following message will appear.

```
P28: INITIAL STATUS SETTING.
PROGRAM DESIRED INITIAL STATUS AND
PRESS THE START KEY.
```

To establish new initial settings

The functions indicated below can be set.



Can be set when an optional sorter or staple sorter is installed.

Can be set when an optional document feeder and/or duplex module are installed.
PRE-COUNT ORIGINALS cannot be selected as an initial setting in any case.

At power on, the previously selected tray will always be selected.

1. **Select all initial settings on the operation panel.**
2. **Press the START key.**

To return to the factory default settings

1. **Press the clear (C) key.**
2. **Press the START key.**

P29 Total Copy Count

Program P29 is used to display the total counts of the copier, document feeder, duplex module, and stapler.
A3 (11" x 17") copies are counted as two copies. Covers are counted as one copy.
When P29 is entered, the following message will appear.

```
P29: TOTAL COPY COUNT.
TOTAL COPIES:    --,---,---
DOCUMENT FEEDER:--,---,---
DUPLEX:          --,---,---
STAPLER:         --,---,---
```

The total counts for all units in use will be displayed.
Press the PROGRAM key to exit the program.

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P31 Preheat Mode Setting

Program P31 is used to set the time that elapses before the copier enters the preheat mode after copying is completed. The interval can be set between 1 and 240 minutes in 1 minute increments.
When P31 is entered, the following message will appear.

```
P31: PREHEAT MODE SETTING.
SET THE TIME FOR PREHEAT MODE.
PRESS THE START KEY AFTER ENTRY.
(1 TO 240 MIN., 1 MIN INCREMENTS)
                                ---
```

1. **Set the desired time interval using the 10-key pad.**
2. **Press the START key.**

P42 Right/Left Shift Direction Selection

This program is used to determine if shift direction change is to be allowed when the SCROLL DISPLAY key is pressed.
When P42 is entered, the following message will appear.

```
P42: RIGHT/LEFT SHIFT DIRECTION
SELECTION.
 1.ENABLE          2.DISABLE
```

To enable shift direction change, press key 1.
To disable shift direction change, press key 2.

P43 Erase Mode Initial Setting

This program is used to select the erase mode's initial setting.
When P43 is entered, the following message will appear.

```
P43: ERASE MODE INITIAL SETTING.
 1.EDGE    2.CENTER    3.EDGE+CENTER
```

Select the desired erase mode using the 10-key pad.

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P45 Message Time Setting

Program P45 is used to adjust the length of time that messages are displayed in the range of 1 to 12 seconds in 1 second increments.
When P45 is entered, the following message will appear.

```
P45: MESSAGE TIME SETTING.
SET THE TIME FOR MESSAGES        --
(1 TO 12 SECONDS). PRESS THE START
KEY AFTER ENTRY.
```

Set the time using the 10-key pad and press the START key.

P46 Require Key Operator Code

Program P46 is used to prevent the copier from being started by people other than the key operator. If this program is set, the message "**ENTER KEY OPERATOR CODE.**" will appear each time the power switch is turned to the "ON" position.
When P46 is entered, the following message will appear.

```
P46: REQUIRE KEY OPERATOR CODE.
 1.YES            2.NO
```

To require key operator code entry for access to the copier, press key 1.
To enable access to the copier without key operator code entry, press key 2.

P47 Stream Feeding Mode

Program P47 is used to enable the stream feeding mode of an optional document feeder. When the stream feeding mode is enabled, additional originals which are set in the document feeder tray within 5 seconds after the previous original was fed will be fed and copied automatically.
When P47 is entered, the following message will appear.

```
P47: STREAM FEEDING MODE (DOCUMENT
FEEDER).
 1.YES            2.NO
```

To enable the stream feeding mode, press key 1.
To disable the stream feeding mode, press key 2.

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P52 Override Sorter Bin Capacity Limit

Program P52 is used to control operation in case of bin capacity overflow of an optional staple sorter (SF-S56). If the control is cancelled, copying in the SORT or STAPLE SORT mode can be started even if copies remain in a sort bin. Also, copying can be continued even if the number of copies in a sort bin exceeds the limit, though copies will not be stapled.
When P52 is entered, the following message will appear.

```
P52: OVERRIDE SORTER BIN CAPACITY
LIMIT. (STAPLE SORTER)
 1.YES              2.NO
```

To cancel the control, press key 1.
To restore the control, press key 2.

P70 Disabling of Auto Paper Selection

Program P70 is used to prevent automatic paper selection. When disabled, the copier will not automatically select a paper tray containing paper that matches the size of the originals placed on the document glass or in the document feeder.
When P70 is entered, the following message will appear.

```
P70: DISABLING OF AUTO PAPER
SELECTION.
 1.YES              2.NO
```

To disable auto paper selection, press key 1.
To restore auto paper selection, press key 2.

P71 Disabling of Auto Tray Switching

Program P71 prevents automatic switching between the paper trays.
When P71 is entered, the following message will appear.

```
P71: DISABLING OF AUTO TRAY SWITCHING.
 1.YES              2.NO
```

To disable auto tray switching, press key 1.
To restore auto tray switching, press key 2.

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P72 Prohibiting of Manual Feed Tray in Duplex Copy

Program P72 is used to disable the use of the manual feed tray when making duplex copies.
When P72 is entered, the following message will appear.

```
P72: PROHIBITING OF MANUAL FEED TRAY
IN DUPLEX COPY.
 1.YES              2.NO
```

To prohibit use of the manual feed tray when making duplex copies, press key 1.
To restore use of the manual feed tray, press key 2.

P73 Disabling Deletion of Job Programs

Program P73 is used to prevent stored programs from being replaced or deleted.
When P73 is entered, the following message will appear.

```
P73: DISABLING DELETION OF JOB
PROGRAMS.
 1.YES              2.NO
```

To prevent job programs stored in memory from being replaced or deleted, press key 1.
To allow replacement/deletion, press key 2.

P74 Disabling of Document Feeder

Program P74 is used to prevent the use of the optional document feeder when it malfunctions.
When P74 is entered, the following message will appear.

```
P74: DISABLING OF DOCUMENT FEEDER.
 1.YES              2.NO
```

To prohibit use of the document feeder, press key 1.
To enable use of the document feeder, press key 2.

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P75 Disabling of Duplex Copying

Program P75 is used to enable or disable the optional duplex system. If a malfunction occurs within the duplex system of the copier, the system can be disabled until it is serviced. The rest of the copier in the meantime will remain operable.
When P75 is entered, the following message will appear.

```
P75: DISABLING OF DUPLEX COPYING.
 1.YES            2.NO
```

To disable the duplex system, press key 1.
To enable the duplex system, press key 2.

P76 Disabling of Stapler

Program P76 is used to enable or disable the stapler of the optional staple sorter. If the stapler malfunctions, it can be disabled to prevent further malfunction or possible damage to the stapler until it is serviced.
When P76 is entered, the following message will appear.

```
P76: DISABLING OF STAPLER.
 1.YES            2.NO
```

To disable the stapler, press key 1.
To enable the stapler, press key 2.

P77 Disabling of Covers

Program P77 is used to prevent the selection of the COVERS mode.
When P77 is entered, the following message will appear.

```
P77: DISABLING OF COVERS MODE.
 1.YES            2.NO
```

To disable the COVERS mode, press key 1.
To restore use of the mode, press key 2.

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P83 Enabling of PC/Modem Access

Program P83 is used to determine whether persons other than persons who know the key operator code number will be permitted access via a computer or other equipment, either directly or through a telephone line, to the copier's key operator programs.
When P83 is entered, the following message will appear.

```
P83: ENABLING OF PC/MODEM ACCESS.
 1.YES              2.NO
```

To permit remote access to key operator programs without key operator code entry, press key 1.
To require key operator code entry for access, press key 2.

NOTE:
The customers must choose the setting of this program by themselves. If "YES" is selected, external operators can access the key operator programs from a computer or other equipment without key operator code entry. If "NO" is selected, external operators must enter the key operator code to access the key operator programs. (The factory default setting is "NO".)

P86 Disabling of Auto Power Shut-off Mode

The auto power shut-off mode is used to turn off the power automatically once a programmed length of time has elasped without any copier operation after the last copy of a run is made or power is turned on. This mode lowers the user's electricity bill, reduces waste of natural resources, and cuts down on environmental pollution.
Depending on how the machine is to be used, you may wish for some reasons to disable this mode. This can be done using program P86.
NOTE:
Since we would like you to fully understand the purpose of this mode, we suggest that you enable this mode and set the most appropriate time using program P21.
When P86 is entered, the following message will appear.

```
P86: DISABLING OF AUTO POWER SHUT-OFF
MODE.
 1.YES              2.NO
```

To disable the auto power shut-off mode, press key 1.
To restore the mode, press key 2.

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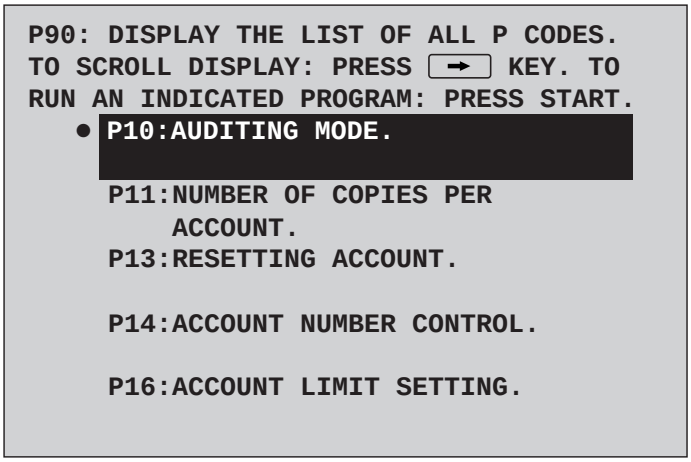
P90 Display the List of All P Codes

Program P90 is used to sequentially display all programs.
The programs in which the setting has been changed from the factory default setting are indicated with ● .
When P90 is entered, the following message will appear.
If an optional Card Counter (SF-EA11) or Auditor (SF-EA12) is installed, programs 10, 11, 13, 14, 16 and 18 will not be displayed.


P90: DISPLAY THE LIST OF ALL P CODES.
TO SCROLL DISPLAY: PRESS → KEY. TO
RUN AN INDICATED PROGRAM: PRESS START.
● P10:AUDITING MODE.
P11:NUMBER OF COPIES PER
ACCOUNT.
P13:RESETTING ACCOUNT.
P14:ACCOUNT NUMBER CONTROL.
P16:ACCOUNT LIMIT SETTING.

1. **Press the SCROLL DISPLAY key to advance through the list of programs.**
   - Each additional press of the SCROLL DISPLAY key will advance the message display through the list of programs starting with P10.
2. **To enter a program, highlight it and press the START key.**
3. **Press the PROGRAM key to exit the program.**

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KEY OPERATOR ASSISTANCE CALL

When the copier is in need of service or care not usually performed by general users, the copier will stop and one of the following messages listed below will appear. Some messages will appear with "**PLEASE SEE YOUR KEY OPERATOR FOR ASSISTANCE.**".

Message	Remedy
REMOVE THE STAPLER AND CHECK IT.	See page 66 of the Operation Manual for staple jam removal. If the trouble cannot be easily remedied, use key operator program P76 to prevent the use of the stapler. Contact your authorised Sharp Service Centre for service.
THE SORTER IS OUT OF SERVICE. **PRESS THE CA KEY TO CANCEL JOB.**	Contact your authorised Sharp Service Centre for service. (This message will appear when an optional sorter or an optional staple sorter malfunctions.)
DUPLEX SYSTEM IS OUT OF SERVICE.	Use key operator program P75 to prevent the use of the optional duplex system. Contact your authorised Sharp Service Centre for service.
THE DOCUMENT FEEDER IS OUT OF SERVICE. **PRESS THE CA KEY TO CANCEL JOB.**	Use key operator program P74 to prevent the use of the optional document feeder. Contact your authorised Sharp Service Centre for service.
PLEASE SELECT ANOTHER PAPER TRAY. **PAPER TRAY - IS OUT OF SERVICE.**	Contact your authorised Sharp Service Centre for service.
AUTOMATIC EXPOSURE IS OUT OF SERVICE. **USE MANUAL EXPOSURE.**	Contact your authorised Sharp Service Centre for service.
CALL FOR SERVICE. **CODE:** □□-□□	With this message, an alphanumeric code will appear to indicate a malfunction has occurred which cannot be corrected by the key operator. Contact your authorised Sharp Service Centre for service. Be sure to report the alphanumeric code information as well. This will enable the Service Centre to prepare to correct the malfunction associated with the code.

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KEY OPERATOR CODE NUMBER: FACTORY SETTING

The following is the factory setting of the Key Operator Code Number, which must be used to access the Key Operator Program.

Factory setting = 00000

This number must be entered when accessing the Key Operator Program for the first time. (See page 78.)

NOTE:
The Key Operator Code Number is an important security number allowing the Key Operator to configure the copier's functions and auditor's settings.
You should register your own code number — different from the factory setting above — immediately after your copier is installed.

★ ***KEY OPERATOR***
Detach this page and store it in a safe place.

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